DOCUMENT RESUME

ED 350 429 CE 062 111

TITLE	Barbering Program Guide.
INSTITUTION	Georgia Univ., Athens. Dept. of Vocational Education.
SPONS AGENCY	Georgia State Dept. of Technical and Adult Education, Atlanta.
PUB DATE	90
CONTRACT	GA-89-110192
NOTE	158p.; For the program standards, see CE 062 112.
PUB TYPE	Guides - Classroom Use - Teaching Guides (For Teacher) (052)
EDRS PRICE	MF01/PC07 Plus Postage.
DESCRIPTORS	*Barbers; *Behavioral Objectives; Business Administration; Competency Based Education; *Cosmetology; *Course Content; Course Descriptions; Employment Potential; Entry Workers; Job Skills; Mathematics Skills; Postsecondary Education; Program Guides; State Curriculum Guides; Technical Education; Technical Institutes; Two Year Colleges
IDENTIFIERS	Georgia

ABSTRACT

This program guide presents the barbering program for technical institutes in Georgia. The general information section contains the following: purpose and objectives; program description, including admissions, typical job titles, and accreditation and certification; and curriculum model, including standard curriculum sequence and lists of courses. The next three sections contain the courses: general core courses (English, basic mathematics, and interpersonal relations and professional development); fundamental technical courses (barber/styling; barber/styling implements; science--sterilization, sanitation, and bacteriology; haircutting; shampooing; haircutting/styling; permanent waving and relaxing; hair color; and skin, scalp, and hair); and specific technical courses (shaving; science--anatomy and physiology; haircutting/styling; permanent wave and relaxer application; skin, scalp, and hair; facials and facial treatment procedures; therapeutic electrical devices; practicum/internship; and salon/shop management. Each course consists of the following: a course overview (description, competency areas, prerequisites, credit hours, contact hours); course outline with student objectives and class and lab hours; and resource list. An appendix to the guide lists equipment needed for the program. (NLA)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

GEORGIA DEPARTMENT OF TECHNICAL AND
ADULT EDUCATION
FY 89
CONTRACT # 89-110192

ED350429

GEORGIA DEPARTMENT OF TECHNICAL
AND ADULT EDUCATION

BARBERING
PROGRAM GUIDE

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION
CENTER (ERIC)

☑ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

J Maughon

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

CE 062 111

BEST COPY AVAILABLE

BARBERING PROGRAM GUIDE

Developed and Produced
Under Contractual Agreement with

Office of Technical Education
Department of Technical and Adult Education
Suite 660 South Tower
One CNN Center
Atlanta, Georgia 30303-2705
1990

BARBERING PROGRAM GUIDE

Ted Brown,
Barbering Program
Guide Development Director

College of Education
Division of Adult, Business, and Vocational Education
University of Georgia
Athens, Georgia

Dr. Richard L. Lynch, Division Chair
Ted Brown, Project Coordinator
Melissa Griffin, Electronic Publications

ACKNOWLEDGEMENTS

The project staff expresses its sincere appreciation to the Georgia Department of Technical and Adult Education, the barbering profession, and the state's technical institutes for their contribution to the development of this program guide. Kenneth Breeden and Robert Mabry of the Department of Technical and Adult Education provided initiative and direction for the project. Patt Stonehouse, the Director of Instructional Services for the Department of Technical and Adult Education provided invaluable assistance in the planning and monitoring of the project.

Without the close cooperation of members of the barbering profession in Georgia, this program guide would not have been possible. The Barbering State Technical Committee provided overall direction, identified areas of concern, provided occupational outlook and equipment recommendations, participated in task analysis review, and reviewed the curriculum in this guide. We would like to recognize each member of the Barbering State Technical Committee below.

Randolph Bell
Hair Masters

Terrence Brown
Savannah

Ida Mae Frazier
Savannah

Tommy Hodges
Hair Masters

Richard Jolly
Macon

Curtis McGee
Profile Enterprises, Inc.

Willie Mitchell
Mitchell Brothers Hair Styling Shop, Inc.

Margo Murdock
Macon

Charles Nash
Charles Barber and Hair Style Shop

Laura Olson
Hair Styles and Cuts Unlimited

Randy Searcy
Randy's Style Salon

Lloyd Sheffield
Roffler/Moler Hair Styling College

Rubie Sheffield
Roffler/Moler Hair Styling College

Edna K. West
Decatur

Kenneth Wyms
Hair Masters

The Occupational Working Committee composed of personnel from the technical institutes and other educational institutions provided direct technical support and expertise in the development of the program guides. The members of this committee made the success of this endeavor possible. We would like to recognize the educators who participated on the Barbering Occupational Working Committee below.

Denise Green
Atlanta Technical Institute

Rebecca L. Jones
Macon Technical Institute

Hezekiah Hudson, Jr.
Savannah Area Institute

We would like to thank all the other business, industry, and educational leaders who contributed to the development of the program guide. We would also like to thank Hoyt Sappé for research; Claire Thompson for communications; Lois Brown for editorial assistance; and Rhonda Farmer, Genet Kibreab, and Lisa Parr for electronic publishing assistance.

TABLE OF CONTENTS

TAB/SECTION	SUBJECT	LOCATION
GENERAL INFORMATION		**01**
Introduction	Overview	01-01-01
	Standard Curriculum	01-01-02
	Developmental Process	01-01-03
	Purpose and Objectives	01-01-04
Program Description	Program Defined	01-02-01
	Admissions	01-02-02
	Typical Job Titles	01-02-03
	Accreditation/Certification	01-02-04
Curriculum Model	Standard Curriculum	01-03-01
	General Core Courses	01-03-02
	Fundamental Occupational Courses	01-03-03
	Specific Occupational Courses	01-03-04
	Electives	01-03-05
GENERAL CORE COURSES		**02**
ENG 100 English	Course Overview	02-01-01
	Course Outline	02-01-02
	Resources	02-01-03
MAT 100 Basic Mathematics	Course Overview	02-02-01
	Course Outline	02-02-02
	Resources	02-02-03
PSY 100 Interpersonal Relations and Professional Development	Course Overview	02-03-01
	Course Outline	02-03-02
	Resources	02-03-03

TAB/SECTION		SUBJECT		LOCATION
FUNDAMENTAL OCCUPATIONAL COURSES				**03**
BAR	100	Introduction to Barber/Styling	Course Overview Course Outline Resources	03-01-01 03-01-02 03-01-03
BAR	101	Introduction to Barber/Styling Implements	Course Overview Course Outline Resources	03-02-01 03-02-02 03-02-03
BAR	102	Science: Sterilization, Sanitation, and Bacteriology	Course Overview Course Outline Resources	03-03-01 03-03-02 03-03-03
BAR	103	Introduction to Haircutting	Course Overview Course Outline Resources	03-04-01 03-04-02 03-04-03
BAR	104	Shampooing	Course Overview Course Outline Resources	03-05-01 03-05-02 03-05-03
BAR	105	Haircutting/ Introduction to Styling	Course Overview Course Outline Resources	03-06-01 03-06-02 03-06-03
CBS	101	Introduction to Permanent Waving and Relaxing	Course Overview Course Outline Resources	03-07-01 03-07-02 03-07-03
CBS	102	Introduction to Hair Color	Course Overview Course Outline Resources	03-08-01 03-08-02 03-08-03
CBS	104	Introduction to Skin, Scalp, and Hair	Course Overview Course Outline Resources	03-09-01 03-09-02 03-09-03

TAB/SECTION		SUBJECT	LOCATION
SPECIFIC OCCUPATIONAL COURSES			**04**
BAR 106	Shaving	Course Overview	04-01-01
		Course Outline	04-01-02
		Resources	04-01-03
BAR 107	Science: Anatomy and Physiology	Course Overview	04-02-01
		Course Outline	04-02-02
		Resources	04-02-03
BAR 110	Haircutting/ Styling	Course Overview	04-03-01
		Course Outline	04-03-02
		Resources	04-03-03
BAR 112	Permanent Wave and Relaxer Application	Course Overview	04-04-01
		Course Outline	04-04-02
		Resources	04-04-03
BAR 114	Skin, Scalp, and Hair	Course Overview	04-05-01
		Course Outline	04-05-02
		Resources	04-05-03
BAR 115	Facials and Facial Treatment Procedures	Course Overview	04-06-01
		Course Outline	04-06-02
		Resources	04-06-03
BAR 116	Haircutting/ Styling	Course Overview	04-07-01
		Course Outline	04-07-02
		Resources	04-07-03
BAR 117	Therapeutic Electrical Devices	Course Overview	04-08-01
		Course Outline	04-08-02
		Resources	04-08-03
BAR 120	Barber/Styling Practicum/ Internship	Course Overview	04-09-01
		Course Outline	04-09-02
		Resources	04-09-03

TAB/SECTION	SUBJECT	LOCATION
CBS 103 Hair Color	Course Overview	04-10-01
	Course Outline	04-10-02
	Resources	04-10-03
CBS 105 Permanent Waving and Relaxing	Course Overview	04-11-01
	Course Outline	04-11-02
	Resources	04-11-03
CBS 106 Salon/Shop Management	Course Overview	04-12-01
	Course Outline	04-12-02
	Resources	04-12-03
APPENDICES		**99**
Appendix A	Equipment List	99-01-01

HOW TO USE THIS MANUAL

Summary

This manual is divided into:

Tabs - major divisions, physically separated by numbered tab dividers

Sections - divisions within a tab

Subjects - divisions within a section

Numbering System

Each document (Subject) has a unique 6-digit number. This number is divided into 3 sets of 2 digits which are separated by dashes.

Example:	04	-	02	-	03
	TAB		SECTION		SUBJECT

Locating a Document

Document numbers appear on the upper right hand corner of each page (see top of this page). To locate a subject:

1. Refer to the Table of Contents.
2. Note the document number for the subject.

   Example: 04-02-03

3. Turn to the tab divider marked 04 and within this tab find Section 02 and Subject 03.

Table of Contents

The table of contents (00-00-01) is intended to give a cover-to-cover overview of the manual contents and organization. It lists contents of a Tab to the Section and Subject level.

Amendments

Registered manual holders are instructed to keep their manuals up-to-date.

Manuals Document Transmittal	All new or revised documents are sent to the registered holder of the manual and are recorded on a Manuals Document Transmittal Form. Transmittals are numbered consecutively, and instructions for use are printed on the form.
Amendment Record	The registered holder of the manual records the receipt of all manual document transmittals on the Amendment Record. This record and instructions are found on the reverse side of the manual title page.

GENERAL INFORMATION

Introduction

Overview

Barbering is a program of study which is consistent with the philosophy and purpose of the institution. The program provides academic foundations in communications, mathematics, and human relations, as well as occupational fundamentals. Program graduates are well trained in the fundamentals of barbering theory and application and are prepared for employment and subsequent upward mobility.

The Barbering program provides the student with the necessary knowledge and skills to adapt to a variety of positions in the barbering profession. Important attributes for success of program graduates are critical thinking, problem solving, human relations skills, and the ability to apply technology to work requirements.

The program structure acknowledges individual differences and provides opportunities for students to seek fulfillment of their respective educational goals. The program does not discriminate on the basis of race, color, national origin, religion, sex, handicapping condition, academic disadvantage or economic disadvantage.

To assist each student to attain his or her respective potential within the program, both the instructor and the student incur an obligation in the learning process. The instructor is a manager of instructional resources and organizes instruction in a manner which promotes learning. The student assumes responsibility for learning by actively participating in the learning process.

This is a dynamic profession which requires extraordinary attention to current curriculum and up-to-date instructional equipment, materials, and processes. The Barbering program must promote the concept of change as the profession evolves. The need for nurturing the spirit of involvement and lifelong learning is paramount in the barbering profession.

GENERAL INFORMATION

Introduction

Standard Curriculum

The Barbering program guide presents the standard Barbering curriculum for technical institutes in Georgia. This curriculum addresses the minimum competencies for a Barbering program. The competency areas included in a local Barbering program may exceed what is contained in this program guide, but it must encompass the minimum competencies contained herein.

As changes occur in the Barbering program, this guide will be revised to reflect those changes. Proposed changes are first evaluated and approved by the local program advisory committee and then forwarded to the State Technical Committee for approval and inclusion in the state standard program guide.

This program guide is designed to relate primarily to the hair cutting profession best described as barbering.

This is a highly skilled profession which requires attention to current curriculum and up-to-date instructional equipment. The Barbering program must promote the concept of change as the profession evolves. The need for nurturing the spirit of involvement and lifelong learning is paramount in the barbering profession.

GENERAL INFORMATION

Introduction

Developmental Process

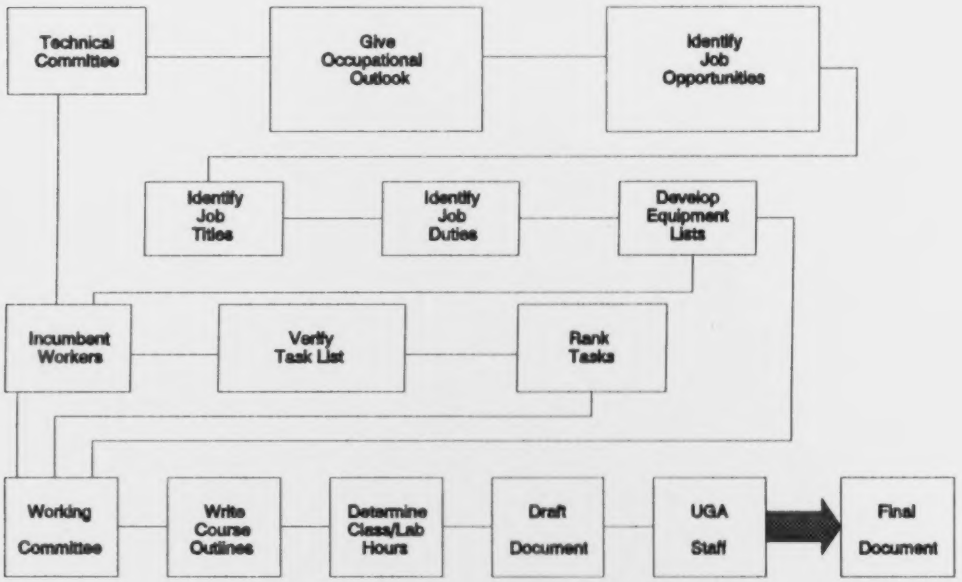
The development of the Barbering program guide was based on the premise that the people in the industry can best determine program needs. With this in mind, representatives from businesses which would employ program graduates were asked to serve on a State Technical Committee to help identify the technical content and to provide overall guidance to ensure that the resulting program would produce graduates qualified for entry level positions in the industry.

The State Technical Committee verified an occupational task list that had been compiled through extensive research. These representatives included workers who had actually performed the duties and tasks being verified.

Technical institutes which would implement the curriculum were also included in the developmental effort. Representatives from the technical institutes provided the expertise in teaching methodology unique to each discipline and developed the courses contained in this program guide.

The University of Georgia coordinated and directed the development of the curriculum and produced the final program guide. The role of each group in the developmental process is shown in the diagram on the following page.

DATA/PROCESS FLOW DIAGRAM



GENERAL INFORMATION

Introduction

Purpose and Objectives

Purpose

The purpose of the Barbering program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the barbering profession.

The Barbering program provides educational opportunities regardless of race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic disadvantage.

Graduates from the Barbering program are prepared to take the licensure examination of the Georgia State Board of Barbering. Graduates are also prepared for career opportunities as barber/stylists, salon/shop managers, or salon/shop owners.

Objectives

1. Provide current curriculum, instructional materials, and equipment (in accordance with available funding) which teach knowledge, skills, and attitudes appropriate to industry needs.

2. Provide educational facilities which foster learning and provide safe, healthy environments available and accessible to all students who can benefit from the program.

3. Provide academic instruction which supports effective learning within the program and which enhances professional performance on the job.

4. Provide employability skills which foster work attitudes and work habits that will enable graduates of the program to perform as good employees.

5. Nurture the desire for learning so that graduates will pursue their own continuing education as a lifelong endeavor.

6. Provide an educational atmosphere which promotes a positive self-image and a sense of personal well-being.

7. Provide education that fosters development of good safety habits.

8. Provide admission, educational, and placement services without regard to race, color, national origin, religion, sex, age, or handicapping condition.

9. Provide information to the public regarding the program that will facilitate recruitment and enrollment of students.

10. Promote good public relations via contacts and regular communications with business, industry, and the public sector.

11. Promote faculty and student rapport and communications to enhance student success in the program.

GENERAL INFORMATION

Program Description

Program Defined

The Barbering program is a sequence of courses that prepares students for careers in the barbering profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, hair treatments and manipulations, haircutting techniques, shaving, skin care, reception, sales, and management. The curriculum meets state licensing requirements of the Georgia State Board of Barbering. Program graduates receive a Barbering diploma and have the qualifications of barber/stylist, salon/shop manager, or a salon/shop owner.

GENERAL INFORMATION

Program Description

Admissions

Admissions Requirements

The requirements for admission to the Barbering program are:

a) attainment of 16 or more years of age;
b) achievement of the 7th grade level in reading, English, and math as shown on a statistically validated test; and
c) completion of application and related procedures.

Admission of transfer students to the Barbering program is contingent upon their meeting the following requirements:

a) regular admission and good standing at a regionally accredited diploma or degree granting institution; and
b) proper completion of application and related procedures.

Provisional Admission

Provisional admission to the Barbering program is afforded those students who do not meet program admission requirements but who meet provisional admission requirements.

The requirements for provisional admission to the Barbering program are:

a) attainment of 16 or more years of age;
b) achievement of the 6th grade level in reading, English, and math as shown on a statistically validated test or recommendation by program faculty and designated admissions personnel on the basis of interview and assessment of student potential; and
c) completion of application and related procedures.

GENERAL INFORMATION

Program Description

Typical Job Titles

The Barbering program is assigned a (PGM) CIP code of (PGM) 12.0402 and is consistent with all other programs throughout the state which have the same (PGM) CIP code. The related job titles include:

187.167-058	Shop Manager
	Shop Owner
330.371-010	Barber/Stylist
	Salesperson

GENERAL INFORMATION

Program Description

Accreditation and Certification

The Barbering program must conform to the institutional accreditation requirements of the Southern Association of Colleges and Schools by meeting Commission on Colleges (COC) or Commission on Occupational Education Institutions (COEI) accreditation requirements and must not conflict with the accreditation criteria established by COC or COEI.

There are no national or state requirements for program accreditation or certification. Individual certification or licensure requirements of the Georgia State Board of Barbering must be met prior to employment in the barbering profession in Georgia.

GENERAL INFORMATION

Curriculum Model

Standard Curriculum

The standard curriculum for the Barbering program is set up on the quarter system. Two suggested sequences for the program are given below. Technical institutes may implement the Barbering program by using one of the sequences listed below or by using a locally developed sequence designed to reflect course prerequisites and/or corequisites.

Course			Class Hours	Lab Hours	Weekly Contact Hours	Credits
SUGGESTED SEQUENCE I						
FIRST QUARTER						
BAR	100	Introduction to Barber/Styling	3	0	3	3
BAR	101	Introduction to Barber/Styling Implements	1	2	3	2
BAR	102	Science: Sterilization, Sanitation, and Bacteriology	3	0	3	3
BAR	103	Introduction to Haircutting	5	5	10	7
BAR	104	Shampooing	1	2	3	2
ENG	100	English	5	0	5	5
PSY	100	Interpersonal Relations and Professional Development	3	0	3	3
			21	9	30	25

Course			Class Hours	Lab Hours	Weekly Contact Hours	Credits
SECOND QUARTER						
BAR	105	Haircutting/Introduction to Styling	1	9	10	4
BAR	107	Science: Anatomy and Physiology	5	0	5	5
CBS	101	Introduction to Permanent Waving and Relaxing	1	2	3	2
CBS	102	Introduction to Hair Color	4	1	5	4
MAT	100	Basic Mathematics	3	0	3	3
			14	12	26	18
THIRD QUARTER						
BAR	106	Shaving	2	4	6	3
BAR	110	Haircutting/Styling	1	9	10	4
BAR	112	Permanent Wave and Relaxer Application	2	5	7	3
CBS	104	Introduction to Skin, Scalp, and Hair	2	1	3	2
			7	19	26	12

Course	Class Hours	Lab Hours	Weekly Contact Hours	Credits
FOURTH QUARTER				
BAR 114 Skin, Scalp, and Hair	1	2	3	1
BAR 115 Facials and Facial Treatment Procedures	1	2	3	1
BAR 116 Haircutting/Styling	1	9	10	4
CBS 103 Hair Color	1	2	3	1
CBS 105 Permanent Waving and Relaxing	1	4	5	2
XXX xxx Electives	-	-	-	5
	5	19	24	14
FIFTH QUARTER				
BAR 117 Therapeutic Electrical Devices	1	2	3	1
BAR 120 Barber/Styling Practicum/Internship	0	10	10	3
CBS 106 Salon/Shop Management	3	2	5	4
XXX xxx Electives	-	-	-	10
	4	14	18	18

Course			Class Hours	Lab Hours	Weekly Contact Hours	Credits
SUGGESTED SEQUENCE II						
FIRST QUARTER						
BAR	100	Introduction to Barber/Styling	3	0	3	3
BAR	101	Introduction to Barber/Styling Implements	1	2	3	2
BAR	102	Science: Sterilization, Sanitation, and Bacteriology	3	0	3	3
BAR	103	Introduction to Haircutting	5	5	10	7
ENG	100	English	5	0	5	5
PSY	100	Interpersonal Relations and Professional Development	3	0	3	3
			20	7	27	23
SECOND QUARTER						
BAR	104	Shampooing	1	2	3	2
BAR	105	Haircutting/Introduction to Styling	1	9	10	4
BAR	107	Science: Anatomy and Physiology	5	0	5	5
CBS	101	Introduction to Permanent Waving and Relaxing	1	2	3	2
MAT	100	Basic Mathematics	3	0	3	3
XXX	xxx	Electives	-	-	-	2
			11	13	24	18

Course			Class Hours	Lab Hours	Weekly Contact Hours	Credits
THIRD QUARTER						
BAR	110	Haircutting/Styling	1	9	10	4
BAR	112	Permanent Wave and Relaxer Application	2	5	7	3
CBS	102	Introduction to Hair Color	4	1	5	4
CBS	104	Introduction to Skin, Scalp, and Hair	2	1	3	2
XXX	xxx	Electives	-	-	-	5
			9	16	25	18
FOURTH QUARTER						
BAR	106	Shaving	2	4	6	3
BAR	114	Skin, Scalp, and Hair	1	2	3	1
BAR	115	Facials and Facial Treatment Procedures	1	2	3	1
BAR	117	Therapeutic Electrical Devices	1	2	3	1
CBS	103	Hair Color	1	2	3	1
CBS	105	Permanent Waving and Relaxing	1	4	5	2
			7	16	23	9
FIFTH QUARTER						
BAR	116	Haircutting/Styling	1	9	10	4
BAR	120	Barber/Styling Practicum/Internship	0	10	10	3
CBS	106	Salon/Shop Management	3	2	5	4
XXX	xxx	Electives	-	-	-	8
			4	21	25	19

GENERAL INFORMATION

Curriculum Model

General Core Courses

The general core courses provide students with a foundation in the basic skills which enable them to express themselves more clearly, both orally and in writing, and to perform the mathematical functions required in this occupation. The general core courses for the Barbering program are listed below.

ENG	100	English	5 Credits
MAT	100	Basic Mathematics	3 Credits
PSY	100	Interpersonal Relations and Professional Development	3 Credits

GENERAL INFORMATION

Curriculum Model

Fundamental Occupational Courses

The fundamental occupational courses provide students with a foundation in the area of barbering which is needed to progress to the more highly specialized courses in barbering. The fundamental occupational courses are listed below.

BAR	100	Introduction to Barber/Styling	3 Credits
BAR	101	Introduction to Barber/Styling Implements	2 Credits
BAR	102	Science: Sterilization, Sanitation, and Bacteriology	3 Credits
BAR	103	Introduction to Haircutting	7 Credits
BAR	104	Shampooing	2 Credits
BAR	105	Haircutting/Introduction to Styling	4 Credits
CBS	101	Introduction to Permanent Waving and Relaxing	2 Credits
CBS	102	Introduction to Hair Color	4 Credits
CBS	104	Introduction to Skin, Scalp, and Hair	2 Credits

GENERAL INFORMATION

Curriculum Model

Specific Occupational Courses

The specific occupational courses build upon the fundamental occupational courses to provide students with the basic knowledge and skill required to work as a barber/stylist. The specific occupational courses offered in the Barbering program are listed below.

BAR	106	Shaving	3 Credits
BAR	107	Science: Anatomy and Physiology	5 Credits
BAR	110	Haircutting/Styling	4 Credits
BAR	112	Permanent Wave and Relaxer Application	3 Credits
BAR	114	Skin, Scalp, and Hair	1 Credit
BAR	115	Facials and Facial Treatment Procedures	1 Credit
BAR	116	Haircutting/Styling	4 Credits
BAR	117	Therapeutic Electrical Devices	1 Credit
BAR	120	Barber/Styling Practicum/Internship	3 Credits
CBS	103	Hair Color	1 Credit
CBS	105	Permanent Waving and Relaxing	2 Credits
CBS	106	Salon/Shop Management	4 Credits

GENERAL INFORMATION

Curriculum Model

Electives

Elective courses are provided to allow for the different levels of prior knowledge and skills brought to the classroom by students with diverse backgrounds, educational attainment, and specialized interests.

Decisions regarding the selection and appropriateness of any elective are made by the student after consultation with the instructor. Provision must be made for electives chosen from disciplines outside the student's area of specialization.

XXX xxx Electives 15 Credits

GENERAL CORE

ENG 100 - English

Course Overview

Course Description

Emphasizes the development and improvement of written and oral communications abilities. Topics include: basic grammar; language usage; vocabulary; idea development; spelling; outlining; sentence elements; sentence development; paragraph development; revision; listening skills; reading skills; and locating, using, and organizing information. Homework assignments reinforce classroom learning.

Competency Areas

Basic Oral Communications
Listening Skills
Basic Grammar and Sentence Skills
Paragraph Development
Reading Skills

Prerequisite

Program admission level English and reading competency

Credit Hours

5

Contact Hours Per Week

Class - 5

Lab - 0

GENERAL CORE

ENG 100 - English

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
BASIC ORAL COMMUNICATIONS		**15**	**0**
Telephone etiquette	Recognize effective telephone communication.		
Small group interaction	Participate in group interaction.		
Language registers	Recognize different levels of language.		
Oral presentations	Give oral presentations.		
	Interview and introduce a person.		
	Demonstrate a product or procedure.		
	Convey thoughts in a way that accomplishes desired results.		
	Role play a job-related situation.		
LISTENING SKILLS		**5**	**0**
Listening techniques	Summarize and paraphrase.		
Nonverbal communication	Take accurate notes that summarize material presented.		
	Interpret nonverbal clues.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
Directions	Follow directions.		
BASIC GRAMMAR AND SENTENCE SKILLS		**10**	**0**
Nouns, pronouns, verbs, adverbs, adjectives	Use sentence parts correctly.		
Sentence patterns	Recognize basic sentence patterns.		
Sentence structure	Structure sentences effectively.		
Word choice, style, punctuation	Practice peer editing, preferably with word processing.		
PARAGRAPH DEVELOPMENT		**15**	**0**
Topic	Develop a topic sentence.		
Organization	Organize unified details for a paragraph.		
Paragraph elements	Write a paragraph which contains a narrow subject; a controlling idea; relevant, concrete details; and logical organization.		
Revision	Edit and revise paragraphs, preferably using a word processor.		
	Reinforce reading skills through paragraph revision.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
READING SKILLS		**5**	**0**
Library usage	Demonstrate the ability to use library cataloging system.		
Reference usage	Reinforce reading skills through reference usage.		
	Complete a library worksheet on locating various references.		
	Demonstrate the ability to use indexes to find information in professional journals.		

GENERAL CORE

ENG 100 - English

Resources

Books

Lewis, S. D., Smith, H., Baker, F., Ellegood, G., Kopay, C., & Tanzer, W. (1988). *Writing skills for technical students* (2nd ed.). Englewood Cliffs, NJ: Prentice Hall.

VanAlstyne, J. S. (1986). *Professional and technical writing strategies*. Englewood Cliffs, NJ: Prentice Hall.

GENERAL CORE

MAT 100 - Basic Mathematics

Course Overview

Course Description

Emphasizes basic mathematical concepts. Topics include: mathematical operations with whole numbers, fractions, decimals, percents, ratio/proportion, and measurement using common English and metric units. Class includes lecture, applications, and homework to reinforce learning.

Competency Areas

Mathematical Operations
Fractions
Decimals
Percents
Ratio and Proportion
Measurement and Conversion

Prerequisite

Program admission level math competency

Credit Hours

3

Contact Hours Per Week

Class - 3

Lab - 0

GENERAL CORE

MAT 100 - Basic Mathematics

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
MATHEMATICAL OPERATIONS		**4**	**0**
Addition Subtraction Multiplication Division	Solve whole number problems using basic mathematical skills.		
Symbols	Recognize symbols and groupings and use them to solve hierarchy of operations problems with whole numbers.		
Order of operations			
Properties			
FRACTIONS		**11**	**0**
Definition of fractions	Define fractions. Identify proper and improper fractions.		
Equivalent fractions			
Greatest common divisor (GCD)			

Recommended Outline	After completing this section, the student will:	Hours Class	Lab
Basic operations using fractions	Solve fraction problems using basic multiplication, division, addition, and subtraction operations.		
DECIMALS		**3**	**0**
Definition of decimals and place value			
Basic operations of mathematics with decimals	Solve mathematical problems using decimals.		
Round-off procedures			
Conversion of fractions to decimals, and decimals to fractions	Recognize the relationship between fractions and decimals.		
PERCENTS		**3**	**0**
Definition	Solve problems using percents.		
Fractions, decimals, and percents			
Base-rate-part problems	Demonstrate skill in solving base-rate-percent problems.		
RATIO AND PROPORTION		**6**	**0**
Definition of ratio, rates, and proportions	Construct and solve problems involving ratios and proportions.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
MEASUREMENT AND CONVERSION		**3**	**0**
Define base units of length, area, volume, weight, temperature, and time	Determine proper dimensions. Solve basic measurement problems. Convert units within basic systems. Convert between English and metric systems.		

GENERAL CORE

MAT 100 - Basic Mathematics

Resources

Books

Harter, J. H., & Beitzel, W. D. (1988). *Mathematics applied to electronics* (3rd ed.). Englewood Cliffs, NJ: Prentice Hall.

Heywood, A. H. (1982). *Arithmetic: A programmed worktext* (4th ed.). Monterey, CA: Brooks/Cole.

Johnston, C. L., Willis, A. T., & Hughes, G. M. (1988). *Essential arithmetic* (5th ed.). Belmont, CA: Wadsworth.

Keedy, M. L., & Bittinger, M. L. (1986). *Introductory algebra* (5th ed.). Perdue, IN: Addison-Wesley.

Keedy, M. L., & Bittinger, M. L. (1987). *Essential mathematics* (5th ed.). Perdue, IN: Addison-Wesley.

Lewis, H. (1986). *Technical mathematics.* Albany, NY: Delmar.

Palmer, C. I., & Mrachek, L. A. (1985). *Practical mathematics* (7th ed.). Minneapolis: McGraw-Hill.

Proga, R. (1987). *Basic mathematics* (2nd ed.). Boston: Prindle, Weber & Schmidt.

Washington, A. J., & Triola, M. F. (1984). *Technical mathematics* (3rd ed.). Poughkeepsie, NY: Benjamin/Cummings.

GENERAL CORE

PSY 100 - Interpersonal Relations and Professional Development

Course Overview

Course Description

Provides a study of human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include: personal skills required for understanding the self and others; projecting a professional image; job acquisition skills such as conducting a job search, interviewing techniques, job application, and resume preparation; desirable job performance skills; and desirable attitudes necessary for job retention and advancement.

Competency Areas

Human Relations Skills
Job Acquisition Skills
Job Retention Skills
Job Advancement Skills
Professional Image Skills

Prerequisite

Provisional admission

Credit Hours

3

Contact Hours Per Week

Class - 3

Lab - 0

GENERAL CORE

PSY 100 - Interpersonal Relations and Professional Development

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Lab
HUMAN RELATIONS SKILLS		**6**	**0**
Goal setting	Develop and set personal goals.		
Stress management	Diagnose and respond to own stress level.		
Behavior problems	Identify strategies to handle difficult behaviors effectively.		
Personal introductions	Make proper introductions.		
Problem solving/decision making	Identify strategies to solve problems/make decisions.		
JOB ACQUISITION SKILLS		**15**	**0**
Job search	Identify strategies to conduct a job search.		
Career goals	Develop and set career goals.		
Employment documents	Prepare letter of application.		
	Prepare résumé/applications.		
	Prepare follow-up letters.		
Interviewing	Demonstrate interviewing techniques.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
JOB RETENTION SKILLS		**3**	**0**
Office relationships	Identify techniques used to work effectively with co-workers.		
Time management	Develop time management strategies.		
JOB ADVANCEMENT SKILLS		**3**	**0**
Performance appraisal	Demonstrate ability to accept counseling positively.		
	Demonstrate ability to negotiate promotion/salary increase.		
Supervisory chain	Explain chain of responsibility.		
PROFESSIONAL IMAGE SKILLS		**3**	**0**
Image	Project professional image.		
Attitude	Project professional attitude.		

GENERAL CORE

PSY 100 - Interpersonal Relations and Professional Development

Resources

Books

DuBrin, A. J. (1988). *Human relations: A job oriented approach* (4th ed.). Englewood Cliffs, NJ: Prentice Hall.

Milton, C. R. (1981). *Human behavior in organizations: Three levels of behavior.* Englewood Cliffs, NJ: Prentice Hall.

Reynolds, C. (1988). *Dimensions in professional development* (3rd ed.). Cincinnati: South-Western.

Rogers, C. R. (1981). *Human behavior in organizations*. Cincinnati: South-Western.

Wilkes, M., & Crosswait, C. B. (1987). *Professional development: The dynamics of success* (3rd ed.). Atlanta: Harcourt Brace Jovanovich.

Williams, C. J., & Huber, G. P. (1986). *Human behavior in organizations* (3rd ed.). Cincinnati: South-Western.

FUNDAMENTAL OCCUPATIONAL

BAR 100 - Introduction to Barber/Styling

Course Overview

Course Description

Introduces the fundamental theory and practices of the barber/styling profession. Emphasis will be placed on professional practices and safety. Topics include: barbering history, personal hygiene and good grooming, personality development, professional ethics, safety, and reception and telephone techniques.

Competency Areas

Barbering History
Personal Hygiene and Good Grooming
Personality Development
Professional Ethics
Safety
Reception and Telephone Techniques

Prerequisite

Provisional admission

Corequisite

PSY 100

Credit Hours

3

Contact Hours Per Week

Class - 3

Lab - 0

FUNDAMENTAL OCCUPATIONAL

BAR 100 - Introduction to Barber/Styling

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
BARBERING HISTORY		**5**	**0**
Ancient history	Discuss the ancient history of barbering.		
Rise and fall of barber surgeons	Discuss the rise and fall of barber surgeons.		
History of Black hair styles	Discuss the history of Black hair styles.		
Modern trends	Discuss modern trends in barbering.		
PERSONAL HYGIENE AND GOOD GROOMING		**5**	**0**
Personal hygiene	Demonstrate appropriate grooming and attire.		
Public hygiene	Discuss sanitation and shop safety rules and practices.		
	Apply sanitation and shop safety rules and practices to all skill procedures.		
PERSONALITY DEVELOPMENT		**5**	**0**
Personality development	State reasons for having a pleasing personality.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
	List qualities needed to cultivate a pleasing personality.		
	Describe how a pleasing personality contributes to success.		
PROFESSIONAL ETHICS		**5**	**0**
Professional ethics	Demonstrate professional ethics with customers and co-workers.		
	Define ethics.		
	List ethical traits a barber should project.		
	List desirable professional habits or practices exhibited toward customers.		
SAFETY		**5**	**0**
Rules	Discuss sanitation and shop safety rules and practices.		
	Apply sanitation and shop safety rules and practices to all skill procedures.		
Equipment maintenance	Demonstrate maintenance of electrical and mechanical equipment.		
First aid	Demonstrate first aid for minor cuts and chemical reactions.		
Emergency procedures	Participate in emergency evacuation procedures.		

Recommended Outline	After completing this section, the student will:	Hours Class	Lab
RECEPTION AND TELEPHONE TECHNIQUES		**5**	**0**
Telephone usage	Demonstrate appropriate business telephone usage.		
Message taking skills	Demonstrate message taking skills.		
Information delivery	Demonstrate information delivery.		
Greeting of patrons	Greet patrons.		

FUNDAMENTAL OCCUPATIONAL

BAR 100 - Introduction to Barber/Styling

Resources

Books

Andrews, W. (1969). *At the sign of the barber's pole.* Detroit: Gale.

Bartsch, J. H. (1987). *School materials safety manual: A collection of material safety data sheets.* Schenectady, NY: Genium.

Milady Barber Textbook Committee Staff. (1989). *Standard textbook of professional barber styling.* Albany, NY: Milady.

Milady Barber Textbook Committee Staff. (1984). *Workbook for professional barber styling.* Albany, NY: Milady.

Audiovisuals

AIDS--Can I get it? [Videotape]. Athens, GA: American Association for Vocational Instructional Materials.

AIDS: Facts and fears, crisis and controversy [Videotape]. Mount Kisco, NY: Vocational Media Associates.

AIDS--Questions with answers [Videotape]. Athens, GA: American Association for Vocational Instructional Materials.

Professional Magazines

American Salon

Beauty Digest

Beauty Handbook Magazine

Cameo

Cosmopolitan's Beauty Guide

Hair

National Interstate Council of State Boards of Cosmetology, Bulletin

Northwest Stylist and Salon

Southern Style

Star Hairdo

Visions (Lincolnshire)

Washington Stylist and Salon

FUNDAMENTAL OCCUPATIONAL

BAR 101 - Introduction to Barber/Styling Implements

Course Overview

Course Description

Students are taught the fundamentals of each barber/styling implement. Emphasis will be placed on the maintenance and care of each implement. Topics include: nomenclature, types and sizes, proper use and care, and maintenance.

Competency Areas

Nomenclature
Types and Sizes
Proper Use and Care
Maintenance

Prerequisite

Provisional admission

Credit Hours

2

Contact Hours Per Week

Class - 1

D.Lab - 2

FUNDAMENTAL OCCUPATIONAL

BAR 101 - Introduction to Barber/Styling Implements

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Lab
NOMENCLATURE		**5**	**0**
Principle implements	Identify principle implements used in barber/styling.		
Accessories	Identify accessories used in barber/styling.		
	Identify parts of principle implements and accessories.		
TYPES AND SIZES		**5**	**0**
Principle implements	Identify types and sizes of principle implements.		
	Identify materials that principle implements are made of.		
Accessories	Identify types and sizes of accessories.		
	Identify materials accessories are made of.		
PROPER USE AND CARE		**0**	**10**
Principle implements	Identify sanitary procedures used in the use and care of implements.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
	Set up principle implements and materials.		
	Operate principle implements.		
Accessories	Identify sanitary procedures used in use and care of accessories.		
	Set up accessories and materials.		
	Operate accessories.		
MAINTENANCE		**0**	**10**
Principle implements	Clean principle implements, equipment, and tools.		
	Maintain principle implements, equipment, and tools.		
	Set up equipment and materials.		
	Operate equipment and materials.		
	Using appropriate tools, adjust principle implements.		
Accessories	Clean personal implements, equipment, and tools.		
	Maintain personal implements, equipment, and tools.		
	Set up equipment and materials.		
	Operate equipment and materials.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
	Check equipment for tightness and adjustment.		

FUNDAMENTAL OCCUPATIONAL

BAR 101 - Introduction to Barber/Styling Implements

Resources

Books

Andrews, W. (1969). *At the sign of the barber's pole.* Detroit: Gale.

Milady Barber Textbook Committee Staff. (1989). *Standard textbook of professional barber styling.* Albany, NY: Milady.

Milady Barber Textbook Committee Staff. (1984). *Workbook for professional barber styling.* Albany, NY: Milady.

Professional Magazines

American Salon

Beauty Digest

Beauty Handbook Magazine

Cameo

Cosmopolitan's Beauty Guide

Hair

National Interstate Council of State Boards of Cosmetology, Bulletin

Northwest Stylist and Salon

Southern Style

Star Hairdo

Visions (Lincolnshire)

Washington Stylist and Salon

FUNDAMENTAL OCCUPATIONAL

BAR 102 - Science: Sterilization, Sanitation, and Bacteriology

Course Overview

Course Description

Introduces fundamental theories and practices of bacteriology, sterilization, sanitation, safety, and the welfare of the barber/stylist and patron. Topics include: sterilization, sanitation, safety, bacteriology, and Hazardous Duty Standards Act compliance.

Competency Areas

Sterilization
Sanitation
Safety
Bacteriology
Hazardous Duty Standards Act Compliance

Prerequisites/Corequisites

BAR 100, BAR 101, ENG 100

Credit Hours

3

Contact Hours Per Week

Class - 3

Lab - 0

FUNDAMENTAL OCCUPATIONAL

BAR 102 - Science: Sterilization, Sanitation, and Bacteriology

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Lab
STERILIZATION		**6**	**0**
Sterilization procedures	Define methods of sterilization.		
	Observe sterilization and shop safety rules and practices.		
	Apply sterilization and shop safety rules and practices to all skill procedures.		
	Clean personal implements, equipment, and tools.		
	Maintain personal implements, equipment, and tools.		
	Perform chemical (wet) sterilizing procedures.		
	Perform physical (dry) sterilizing procedures.		
SANITATION		**6**	**0**
Sanitation procedures	Observe sanitation and shop safety rules and practices.		
	Apply sanitation and shop safety rules and practices to all skill procedures.		

Recommended Outline	After completing this section, the student will:	Hours Class	Lab
	Clean personal implements, equipment, and tools.		
	Maintain personal implements, equipment, and tools.		
	Differentiate between sterilization and sanitation.		
	Discuss the relationship of public sanitation to your salon/shop.		
	Sterilize combs, brushes, implements, and electrical equipment.		
SAFETY		**6**	**0**
Sanitation	Observe sanitation and shop safety rules and practices.		
	Apply sanitation and shop safety rules and practices to all skill procedures.		
Equipment maintenance	Demonstrate maintenance of electrical and mechanical equipment.		
First aid	Demonstrate first aid for minor cuts and chemical reactions.		
Emergency procedures	Participate in emergency evacuation procedures.		
BACTERIOLOGY		**6**	**0**
Identification	Define bacteriology.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
	List types and classifications of bacteria.		
HAZARDOUS DUTY STANDARDS ACT COMPLIANCE		**6**	**0**
Electrical	Comply with the Hazardous Duty Standards Act.		
Chemical	Comply with the Hazardous Duty Standards Act.		
Walkways	Comply with the Hazardous Duty Standards Act.		
Equipment	Discuss state and federal regulations (i.e., hazardous materials).		

FUNDAMENTAL OCCUPATIONAL

BAR 102 - Science: Sterilization, Sanitation, and Bacteriology

Resources

Books

Andrews, W. (1969). *At the sign of the barber's pole.* Detroit: Gale.

Bartsch, J. H. (1987). *School materials safety manual: A collection of material safety data sheets.* Schenectady, NY: Genium.

Milady Barber Textbook Committee Staff. (1989). *Standard textbook of professional barber styling.* Albany, NY: Milady.

Milady Barber Textbook Committee Staff. (1984). *Workbook for professional barber styling.* Albany, NY: Milady.

Professional Magazines

American Salon

Beauty Digest

Beauty Handbook Magazine

Cameo

Cosmopolitan's Beauty Guide

Hair

National Interstate Council of State Boards of Cosmetology, Bulletin

Northwest Stylist and Salon

Southern Style

Star Hairdo

Visions (Lincolnshire)

Washington Stylist and Salon

FUNDAMENTAL OCCUPATIONAL

BAR 103 - Introduction to Haircutting

Course Overview

Course Description

Introduces the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements will be stressed. Topics include: preparation of patron, haircutting terminology, safety and sanitation, implements, and basic haircutting techniques.

Competency Areas

Preparation of Patron
Haircutting Terminology
Safety and Sanitation
Implements
Basic Haircutting Techniques

Prerequisites/Corequisites

BAR 100, BAR 101, BAR 102, PSY 100

Credit Hours

7

Contact Hours Per Week

Class - 5

D.Lab - 2

P.Lab - 3

FUNDAMENTAL OCCUPATIONAL

BAR 103 - Introduction to Haircutting

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Lab
PREPARATION OF PATRON		**5**	**0**
Seating of patron	Prepare the patron.		
Consultation	Determine customer desires and needs (basic/style).		
HAIRCUTTING TERMINOLOGY		**9**	**0**
Tapering	Identify tapering terms and applications.		
Layering	Identify layering terms and applications.		
Elevation	Identify elevation terms and applications.		
Guideline	Identify guideline terms and applications.		
Feathering	Identify feathering terms and applications.		
SAFETY AND SANITATION		**7**	**0**
Sanitation	Clean personal implements, equipment, and tools.		
	Maintain personal implements, equipment, and tools.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
Safety	Apply sanitation and shop safety rules and practices to all skill procedures.		
IMPLEMENTS		**9**	**0**
Principal haircutting implements	Clean personal implements, equipment, and tools.		
	Maintain personal implements, equipment, and tools.		
	Select haircutting implements (shears, razors, thinning shears, clippers).		
BASIC HAIRCUTTING TECHNIQUES		**20**	**50**
Clipper techniques	Demonstrate clipper techniques.		
Shear and comb techniques	Demonstrate shear and comb techniques.		
Arching techniques	Demonstrate arching techniques.		
Hair thinning techniques	Demonstrate techniques for thinning hair.		
Finger and shears technique	Demonstrate finger and shears technique.		
Shaving neck and outline areas	Demonstrate technique for shaving neck and outline areas.		
Final checkup	Perform final checkup.		
Combing	Comb the hair.		

FUNDAMENTAL OCCUPATIONAL

BAR 103 - Introduction to Haircutting

Resources

Books

Andrews, W. (1969). *At the sign of the barber's pole.* Detroit: Gale.

Bartsch, J. H. (1987). *School materials safety manual: A collection of material safety data sheets.* Schenectady, NY: Genium.

Milady Barber Textbook Committee Staff. (1989). *Standard textbook of professional barber styling.* Albany, NY: Milady.

Milady Barber Textbook Committee Staff. (1984). *Workbook for professional barber styling.* Albany, NY: Milady.

Audiovisuals

Basic scissor haircut [Filmstrip]. Garden City, NY: Bergwall Productions.

Professional Magazines

American Salon

Beauty Digest

Beauty Handbook Magazine

Cameo

Cosmopolitan's Beauty Guide

Hair

National Interstate Council of State Boards of Cosmetology, Bulletin

Northwest Stylist and Salon

Southern Style

FUNDAMENTAL OCCUPATIONAL

BAR 104 - Shampooing

Course Overview

Course Description

Introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include: shampoo chemistry, patron preparation, and shampoo procedures.

Competency Areas

Shampoo Chemistry
Patron Preparation
Shampoo Procedures

Prerequisite/Corequisite

BAR 103

Credit Hours

2

Contact Hours Per Week

Class - 1

D.Lab - 2

FUNDAMENTAL OCCUPATIONAL

BAR 104 - Shampooing

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
SHAMPOO CHEMISTRY		**2**	**0**
Principles	Describe the basic principles of cosmetic chemistry as applied to shampooing.		
Emulsions	Identify emulsions and suspensions.		
pH scale	Explain the pH scale.		
	Utilize the pH scale.		
Types	Identify types of shampoos.		
	Explain shampoo chemistry.		
	Relate shampoo types to hair types.		
PATRON PREPARATION		**3**	**5**
Seating the client	Prepare the patron.		
	Perform seating procedures, to include locking the chair.		
Consultation	Confer with customer to obtain desired styles.		
Drape the client	Perform draping procedures.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
SHAMPOO PROCEDURES		**5**	**15**
Patron preparation for shampooing	Prepare the patron.		
	Recognize hair and scalp condition.		
	Diagnose hair and scalp condition.		
	Select appropriate shampoos.		
Shampooing	Perform scalp manipulation.		
	Select shampoo products.		
	Apply shampoo.		
	Manipulate shampoo to cleanse hair and scalp.		
Rinsing	Select conditioner and/or rinse.		
	Demonstrate rinsing techniques.		
	Towel-blot the hair.		

FUNDAMENTAL OCCUPATIONAL

BAR 104 - Shampooing

Resources

Books

Andrews, W. (1969). *At the sign of the barber's pole.* Detroit: Gale.

Milady Barber Textbook Committee Staff. (1989). *Standard textbook of professional barber styling.* Albany, NY: Milady.

Milady Barber Textbook Committee Staff. (1984). *Workbook for professional barber styling.* Albany, NY: Milady.

Audiovisuals

Hair care: Skills and methods [Filmstrip]. Garden City, NY: Bergwall Productions.

Shampooing and hair care [Filmstrip]. Garden City, NY: Bergwall Productions.

Professional Magazines

American Salon

Beauty Digest

Beauty Handbook Magazine

Cameo

Cosmopolitan's Beauty Guide

Hair

National Interstate Council of State Boards of Cosmetology, Bulletin

Northwest Stylist and Salon

Southern Style

Star Hairdo

FUNDAMENTAL OCCUPATIONAL

BAR 105 - Haircutting/Introduction to Styling

Course Overview

Course Description

Continues the theory and application of haircutting techniques and introduces hairstyling. Topics include: introduction to styling, client consultation, head and hair analysis, style cutting techniques, and implements for style cutting and tapering techniques.

Competency Areas

Introduction to Styling
Client Consultation
Head and Hair Analysis
Style Cutting Techniques
Implements for Style Cutting and
Tapering Techniques

Prerequisite/Corequisite

BAR 104

Credit Hours

4

Contact Hours Per Week

Class - 1

D.Lab - 3

P.Lab - 6

FUNDAMENTAL OCCUPATIONAL

BAR 105 - Haircutting/Introduction to Styling

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
INTRODUCTION TO STYLING		**2**	**0**
Styling terminology	Identify modern hair styling terminology.		
CLIENT CONSULTATION		**2**	**2**
Consultation techniques	Prepare the patron.		
	Determine desired style.		
HEAD AND HAIR ANALYSIS		**2**	**3**
Shape of head	Identify shape of head.		
Facial features	Identify facial features.		
Hair analysis	Identify hair analysis considerations.		
STYLE CUTTING TECHNIQUES		**2**	**75**
Finger and shear techniques	Select haircutting implements (shears, razors, thinning shears, clippers).		
	Section hair and cut guidelines as applies to specific patron.		
	Perform the desired haircut.		
	Check completed haircut.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
Shear and comb techniques	Select haircutting implements (shears, razors, thinning shears, clippers).		
	Section hair and cut guidelines as applies.		
	Perform the desired haircut.		
	Perform shear and comb techniques.		
	Check completed haircut.		
Tapering	Select haircutting implements (shears, razors, thinning shears, clippers).		
	Section hair and cut guidelines as applies.		
	Perform the desired haircut.		
	Perform tapering techniques.		
	Check completed haircut.		
Razor cutting techniques	Select haircutting implements (shears, razors, thinning shears, clippers).		
	Section hair and cut guidelines as applies.		
	Perform the desired haircut.		
	Perform razor cutting techniques.		
	Check completed haircut.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
IMPLEMENTS FOR STYLE CUTTING AND TAPERING TECHNIQUES		**2**	**10**
Styling shears	Identify styling shears.		
	Use styling shears.		
Thinning shears	Identify thinning shears.		
	Use thinning shears.		
Straight razor	Identify straight razor.		
	Use straight razor.		
Electric clippers	Identify electric clippers.		
	Use electric clippers.		
Outliner or edger	Identify outliner or edger.		
	Use outliner or edger.		

FUNDAMENTAL OCCUPATIONAL

BAR 105 - Haircutting/Introduction to Styling

Resources

Books

Andrews, W. (1969). *At the sign of the barber's pole.* Detroit: Gale.

Colletti, A. B. (1981). *The keystone guide to hair analysis as related to the practice of cosmetology and barbering.* New York: Keystone.

Milady Barber Textbook Committee Staff. (1977). *Exam reviews in hair structure and chemistry.* Albany, NY: Milady.

Milady Barber Textbook Committee Staff. (1989). *Standard textbook of professional barber styling.* Albany, NY: Milady.

Milady Barber Textbook Committee Staff. (1984). *Workbook for professional barber styling.* Albany, NY: Milady.

Audiovisuals

Hair shaping [Videotape]. Mount Kisco, NY: Vocational Media Associates.

Professional Magazines

American Salon

Beauty Digest

Beauty Handbook Magazine

Cameo

Cosmopolitan's Beauty Guide

Hair

National Interstate Council of State Boards of Cosmetology, Bulletin

Northwest Stylist and Salon

FUNDAMENTAL OCCUPATIONAL

CBS 101 - Introduction to Permanent Waving and Relaxing

Course Overview

Course Description

Introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. Topics include: permanent wave techniques, chemical relaxer techniques, safety procedures, and permanent wave and chemical relaxer application procedures on mannequins.

Competency Areas

Permanent Wave Techniques
Chemical Relaxer Techniques
Safety Procedures
Application Procedures (Mannequin)

Prerequisites/Corequisites

BAR 107, MAT 100

Credit Hours

2

Contact Hours Per Week

Class - 1

D.Lab - 2

FUNDAMENTAL OCCUPATIONAL

CBS 101 - Introduction to Permanent Waving and Relaxing

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
PERMANENT WAVE TECHNIQUES		**4**	**2**
Introduction	Define permanent waving.		
Chemistry and types of permanents	Explain chemistry of perming.		
Scalp and hair analysis	Analyze hair and scalp.		
Sectioning, blocking, and wrapping	Demonstrate sectioning, blocking, and wrapping on a mannequin.		
Permanent wave card	List pertinent data for permanent waving client's hair.		
CHEMICAL RELAXER TECHNIQUES		**4**	**2**
Introduction	Define chemical hair relaxing.		
Chemistry and types of relaxers	Explain chemistry of relaxers.		
Scalp and hair analysis	Analyze hair and scalp.		
Sectioning	Demonstrate sectioning for relaxer on a mannequin.		
Relaxer card	List pertinent data for chemically relaxing client's hair.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
SAFETY PROCEDURES		**2**	**0**
Protecting patron	Explain safety procedures for permanent waving and chemical hair relaxing.		
APPLICATION PROCEDURES (MANNEQUIN)		**0**	**16**
Cold wave application	Demonstrate procedures for permanent waving on a mannequin.		
Relaxer application	Demonstrate procedures for applying a relaxer on a mannequin.		

FUNDAMENTAL OCCUPATIONAL

CBS 101 - Introduction to Permanent Waving and Relaxing

Resources

Books

Ahern, J. J. (1981). *West's textbook of cosmetology.* St. Paul: West.

Dalton, J. W. (1985). *The professional cosmetologist* (3rd ed.). St. Paul: West.

Goldin, A. (1966). *Straight hair, curly hair.* New York: Harper & Row.

Hantz, P. (1974). *Custom cutting and air waving* (1st ed.). San Mateo, CA: Ponce College of Beauty.

Kibbe, C. V. (1988). *Standard textbook of cosmetology* (2nd ed.). Bronx: Milady.

Milady Barber Textbook Committee Staff. (1989). *Standard textbook of professional barber styling.* Albany, NY: Milady.

Milady Barber Textbook Committee Staff. (1984). *Workbook for professional barber styling.* Albany, NY: Milady.

Powitt, A. H. (1987). *Hair structure and chemistry simplified* (2nd ed.). Bronx: Milady.

Ross, C. (1979). *The encyclopedia of haircutting.* Bronx: Milady.

Scott, O. P., Callahan, M. G., Faulkner, R. M., Jenkins, M. L., Nunz, G. J., Ponce-Hantz, S., & Sterner, W. (1984). *The Prentice Hall textbook of cosmetology* (2nd ed.). Englewood Cliffs, NY: Prentice Hall.

Swaton, J. N., Jr. (1986). *Chemistry for cosmetology students, a programmed text.* Downey, CA: Intron.

VTECS. (1984). *Catalog of performance standards for cosmetology.* Atlanta: Vocational Technical Education Consortium of States.

Audiovisuals

Hair shaping [Videotape]. Mount Kisco, NY: Vocational Media Associates.

Professional Magazines

American Salon

Beauty Digest

Beauty Handbook Magazine

Cameo

Cosmopolitan's Beauty Guide

Hair

National Beauty School Journal

National Interstate Council of State Boards of Cosmetology, Bulletin

Northwest Stylist and Salon

Shop Talk

Southern Style

Star Hairdo

Visions (Lincolnshire)

Washington Stylist and Salon

FUNDAMENTAL OCCUPATIONAL

CBS 102 - Introduction to Hair Color

Course Overview

Course Description

Introduces the fundamental theory of color, predisposition tests, color selection, and color application. Topics include: basic color concepts, skin reactions, the color wheel, and color selection and application.

Competency Areas

Basic Color Concepts
Skin Reactions
Color Wheel
Color Selection and Application

Prerequisites/Corequisites

BAR 107, MAT 100

Credit Hours

4

Contact Hours Per Week

Class - 4

D.Lab - 1

FUNDAMENTAL OCCUPATIONAL

CBS 102 - Introduction to Hair Color

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
BASIC COLOR CONCEPTS		**14**	**0**
Definition	Describe the process of hair coloring.		
	Explain the advantages of coloring and define the hair coloring terms.		
Safety procedures	Explain the safety procedures required for hair coloring.		
Color charts	Define classifications of color.		
	Make a color chart.		
SKIN REACTIONS		**14**	**0**
Predisposition test	Demonstrate a patch predisposition test and record the results.		
COLOR WHEEL		**8**	**0**
Color wheel	Demonstrate an understanding of the basic laws of color with the use of the color wheel.		
COLOR SELECTION AND APPLICATION		**4**	**10**
Color selection	Utilize the rules to follow in making color selection.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
Application	Demonstrate color application techniques.		

FUNDAMENTAL OCCUPATIONAL

CBS 102 - Introduction to Hair Color

Resources

Books

Ahern, J. J. (1981). *West's textbook of cosmetology*. St. Paul: West.

Dalton, J. W. (1985). *The professional cosmetologist* (3rd ed.). St. Paul: West.

Hantz, P. (1974). *Custom cutting and air waving* (1st ed.). San Mateo, CA: Ponce College of Beauty.

Kibbe, C. V. (1988). *Standard textbook of cosmetology* (2nd ed.). Bronx: Milady.

Leigh, I., & Wojnarowslca, F. (1983). *Coping with haircolor.* New York: State Mutual Bank.

Licari, L., & Esche, S. (1985). *Color your life with haircolor.* New York: Putnam Group.

Milady Barber Textbook Committee Staff. (1989). *Standard textbook of professional barber styling.* Albany, NY: Milady.

Milady Barber Textbook Committee Staff. (1984). *Workbook for professional barber styling.* Albany, NY: Milady.

Powitt, A. H. (1987). *Hair structure and chemistry simplified* (2nd ed.). Bronx: Milady.

Ross, C. (1979). *The encyclopedia of haircutting.* Bronx: Milady.

Scott, O. P., Callahan, M. G., Faulkner, R. M., Jenkins, M. L., Nunz, G. J., Ponce-Hantz, S., & Sterner, W. (1984). *The Prentice Hall textbook of cosmetology* (2nd ed.). Englewood Cliffs, NJ: Prentice Hall.

Swaton, J. N., Jr. (1986). *Chemistry for cosmetology students, a programmed text.* Downey, CA: Intron.

VTECS. (1984). *Catalog of performance standards for cosmetology.* Atlanta: Vocational Technical Education Consortium of States.

Audiovisuals

Haircoloring and lightening [Videotape]. Mount Kisco, NY: Vocational Media Associates.

Professional Magazines

American Salon

Beauty Digest

Beauty Handbook Magazine

Cameo

Cosmopolitan's Beauty Guide

Hair

National Beauty School Journal

National Interstate Council of State Boards of Cosmetology, Bulletin

Northwest Stylist and Salon

Shop Talk

Southern Style

Star Hairdo

Visions (Lincolnshire)

Washington Stylist and Salon

FUNDAMENTAL OCCUPATIONAL

CBS 104 - Introduction to Skin, Scalp, and Hair

Course Overview

Course Description

Introduces the theory, procedures, and products used in the care and treatment of the skin, scalp, and hair. Topics include: anatomy, treatment theory, basic corrective hair and scalp treatments, plain facial, products and supplies, and diseases and disorders.

Competency Areas

Anatomy
Treatment Theory
Basic Corrective Hair and Scalp Treatments
Plain Facial
Products and Supplies
Diseases and Disorders

Prerequisite/Corequisite

BAR 107

Credit Hours

2

Contact Hours Per Week

Class - 2

D.Lab - 1

FUNDAMENTAL OCCUPATIONAL

CBS 104 - Introduction to Skin, Scalp, and Hair

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Lab
ANATOMY		**5**	**0**
Terms	Define the terms physiology and anatomy.		
Structure	Describe physiological cells and tissues.		
	List the systems of the body that affect barbering services.		
	Describe the bones, muscles, nerves, and circulation of the head, face, neck, and shoulders.		
Function	Explain the function of the bones, muscles, nerves, and circulation of the head, face, neck, and shoulders.		
TREATMENT THEORY		**5**	**0**
Electricity	Describe the principles of electricity, types of current, and electrolysis.		
	Identify the sources that make and control electricity.		
	Describe electrotherapy terms.		
Light therapy	Define light therapy.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
	Describe ultraviolet and infrared rays.		
	Describe visible light.		
BASIC CORRECTIVE HAIR AND SCALP TREATMENTS		**2**	**4**
Scalp massage	Describe the benefits of scalp manipulations.		
	Give a scalp massage.		
Basic conditioners	List the physical and chemical actions that damage hair.		
	Classify and describe types of reconditioning agents.		
	Apply conditioning treatments.		
PLAIN FACIAL		**2**	**5**
Facial massage	Describe the basic massage movements.		
Cosmetics	List the basic cosmetics used on the face and neck.		
Treatment	Give plain facial treatments for normal, dry, and oily skin.		
Make-up	Perform basic make-up application.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
PRODUCTS AND SUPPLIES		**1**	**1**
Hair conditioners	List and identify the products and supplies needed to perform basic hair conditioning services.		
Plain facial	List and identify the products and supplies needed to perform plain facial services.		
DISEASES AND DISORDERS		**5**	**0**
Skin	Explain the structure and function of the human skin.		
	Identify the various diseases and disorders of the human skin.		
Hair	Explain the structure and function of human hair.		
	Identify the various diseases and disorders of the hair.		

FUNDAMENTAL OCCUPATIONAL

CBS 104 - Introduction to Skin, Scalp, and Hair

Resources

Books

Ahern, J. J. (1981). *West's textbook of cosmetology.* St. Paul: West.

Dalton, J. W. (1985). *The professional cosmetologist* (3rd ed.). St. Paul: West.

Hantz, P. (1974). *Custom cutting and air waving* (1st ed.). San Mateo, CA: Ponce College of Beauty.

Kibbe, C. V. (1988). *Standard textbook of cosmetology* (2nd ed.). Bronx: Milady.

Milady Barber Textbook Committee Staff. (1989). *Standard textbook of professional barber styling.* Albany, NY: Milady.

Milady Barber Textbook Committee Staff. (1984). *Workbook for professional barber styling.* Albany, NY: Milady.

Powitt, A. H. (1987). *Hair structure and chemistry simplified* (2nd ed.). Bronx: Milady.

Ross, C. (1979). *The encyclopedia of haircutting.* Bronx: Milady.

Scott, O. P., Callahan, M. G., Faulkner, R. M., Jenkins, M. L., Nunz, G. J., Ponce-Hantz, S., & Sterner, W. (1984). *The Prentice Hall textbook of cosmetology* (2nd ed.). Englewood Cliffs, NJ: Prentice Hall.

Swaton, J. N., Jr. (1986). *Chemistry for cosmetology students, a programmed text.* Downey, CA: Intron.

VTECS. (1984). *Catalog of performance standards for cosmetology.* Atlanta: Vocational Technical Education Consortium of States.

Audiovisuals

Skin and hand care [Videotape]. Mount Kisco, NY: Vocational Media Associates.

Skin care: The natural way [Filmstrip]. Garden City, NY: Bergwall Productions.

Professional Magazines

American Salon

Beauty Digest

Beauty Handbook Magazine

Cameo

Cosmopolitan's Beauty Guide

Hair

National Beauty School Journal

National Interstate Council of State Boards of Cosmetology, Bulletin

Northwest Stylist and Salon

Shop Talk

Southern Style

Star Hairdo

Visions (Lincolnshire)

Washington Stylist and Salon

SPECIFIC OCCUPATIONAL

BAR 106 - Shaving

Course Overview

Course Description

Introduces the theory and skills necessary to prepare and shave a patron. Simulated shaving procedures will precede practice on live models. Topics include: patron preparation, beard preparation, shaving techniques, once-over shave techniques, and safety precautions.

Competency Areas

Patron Preparation
Beard Preparation
Shaving Techniques
Once-Over Shave Techniques
Safety Precautions

Prerequisite/Corequisite

BAR 103

Credit Hours

3

Contact Hours Per Week

Class - 2

D.Lab - 2

P.Lab - 2

SPECIFIC OCCUPATIONAL

BAR 106 - Shaving

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
PATRON PREPARATION		**2**	**2**
Seating the client	Prepare the patron. Perform seating procedures, to include locking the chair.		
Consultation	Confer with customer to obtain desired styles.		
Drape the client	Perform draping procedures.		
BEARD PREPARATION		**6**	**2**
Beard and skin analysis	Perform beard and skin analysis.		
Lather beard	Demonstrate lathering of patron's beard.		
Steam beard	Demonstrate steaming of patron's beard.		
Relather beard	Demonstrate relathering of patron's beard.		
SHAVING TECHNIQUES		**4**	**26**
Prepare the beard	Prepare patron for shaving.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
	Lather the beard.		
	Steam the beard.		
	Relather the beard.		
Introduction to shaving techniques	Identify the standard positions and strokes for razor handling.		
	Identify the 14 shaving areas of the face.		
Shave the beard	Perform shaving of the patron's face by following the 14 shaving areas.		
Final steps	Perform the final cleansing of face and neck.		
ONCE-OVER SHAVE TECHNIQUES		**6**	**10**
Four shaving positions and strokes	Demonstrate four shaving positions and strokes.		
Beard growth patterns	Identify beard growth patterns.		
Barber positions	Demonstrate barber positions.		
SAFETY PRECAUTIONS		**2**	**0**
Accidental cuts	Identify antiseptics for minor cuts.		
	Identify techniques to avoid cuts.		
Lather problems	Apply lather to avoid contact with eyes, nose, mouth, and ears.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
Health concerns	Identify direct contact health concerns. Identify airborne health concerns.		

SPECIFIC OCCUPATIONAL

BAR 106 - Shaving

Resources

Books

Andrews, W. (1969). *At the sign of the barber's pole.* Detroit: Gale.

Bartsch, J. H. (1987). *School materials safety manual: A collection of material safety data sheets.* Schenectady, NY: Genium.

Milady Barber Textbook Committee Staff. (1989). *Standard textbook of professional barber styling.* Albany, NY: Milady.

Milady Barber Textbook Committee Staff. (1984). *Workbook for professional barber styling.* Albany, NY: Milady.

Professional Magazines

American Salon

Beauty Digest

Beauty Handbook Magazine

Cameo

Cosmopolitan's Beauty Guide

Hair

National Interstate Council of State Boards of Cosmetology, Bulletin

Northwest Stylist and Salon

Southern Style

Star Hairdo

Visions (Lincolnshire)

Washington Stylist and Salon

SPECIFIC OCCUPATIONAL

BAR 107 - Science: Anatomy and Physiology

Course Overview

Course Description

Develops knowledge of the function and care of the scalp, skin, and hair. Emphasis is placed on the function, health, and growth of these areas. Topics include: cells, skeletal system, muscular system, nervous system, circulatory system, and related systems.

Competency Areas

Cells
Skeletal System
Muscular System
Nervous System
Circulatory System
Related Systems

Prerequisite

BAR 102

Credit Hours

5

Contact Hours Per Week

Class - 5

Lab - 0

SPECIFIC OCCUPATIONAL

BAR 107 - Science: Anatomy and Physiology

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
CELLS		**8**	**0**
Cell structure	Identify cell structure.		
Cell reproduction	Explain cell reproduction.		
SKELETAL SYSTEM		**8**	**0**
Function	Identify the function of the skeletal system.		
Relationship to hair	Explain the relationship to hair of the skeletal system.		
MUSCULAR SYSTEM		**8**	**0**
Function	Identify the function of the muscular system.		
Relationship to hair	Explain the relationship to hair of the muscular system.		
NERVOUS SYSTEM		**8**	**0**
Function	Identify the function of the nervous system.		
Relationship to hair	Explain the relationship to hair of the nervous system.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
CIRCULATORY SYSTEM		**8**	**0**
Function	Identify the function of the circulatory system.		
Relationship to hair	Explain the relationship to hair of the circulatory system.		
RELATED SYSTEMS		**10**	**0**
Digestive	Identify the function of the digestive system.		
	Explain the relationship of hair to the digestive system.		
Endocrine	Identify the function of the endocrine system.		
	Explain the relationship of hair to the endocrine system.		
Reproductive	Identify the function of the reproductive system.		
	Explain the relationship of hair to the reproductive system.		
Respiratory	Identify the function of the respiratory system.		
	Explain the relationship of hair to the respiratory system.		
Excretory	Identify the function of the excretory system.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
	Explain the relationship of hair to the excretory system.		

SPECIFIC OCCUPATIONAL

BAR 107 - Science: Anatomy and Physiology

Resources

Books

Andrews, W. (1969). *At the sign of the barber's pole.* Detroit: Gale.

Milady Barber Textbook Committee Staff. (1989). *Standard textbook of professional barber styling.* Albany, NY: Milady.

Milady Barber Textbook Committee Staff. (1984). *Workbook for professional barber styling.* Albany, NY: Milady.

Professional Magazines

American Salon

Beauty Digest

Beauty Handbook Magazine

Cameo

Cosmopolitan's Beauty Guide

Hair

National Interstate Council of State Boards of Cosmetology, Bulletin

Northwest Stylist and Salon

Southern Style

Star Hairdo

Visions (Lincolnshire)

Washington Stylist and Salon

SPECIFIC OCCUPATIONAL

BAR 110 - Haircutting/Styling

Course Overview

Course Description

Continues the theory and application of haircutting and styling techniques. Topics include: elevation and design cutting, introduction to hairpieces, blow-dry styling, and thermal waving and curling.

Competency Areas

Elevation and Design Cutting
Introduction to Hairpieces
Blow-Dry Styling
Thermal Waving and Curling

Prerequisite

BAR 105

Credit Hours

4

Contact Hours Per Week

Class - 1

D.Lab - 2

P.Lab - 7

SPECIFIC OCCUPATIONAL

BAR 110 - Haircutting/Styling

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
ELEVATION AND DESIGN CUTTING		**3**	**40**
Elevations	Identify different elevations from 0 - 90 degrees.		
Design cutting	Interpret patron's haircut wishes for design cuts.		
	Practice design haircuts on live models.		
INTRODUCTION TO HAIRPIECES		**3**	**20**
Types	Identify styles and colors of wigs and hairpieces.		
Supplies and tools	Identify the supplies and tools in fitting and designing hairpieces.		
Measurement for hairpieces	Measure the head.		
	Fit wig or hairpiece.		
Color matching	Identify styles and colors of wigs and hairpieces.		
Blending	Clean hairpiece.		
	Shape hairpiece to patron's features.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
	Style hairpiece to patron's features.		
BLOW-DRY STYLING		**3**	**20**
Directing the hair	Perform blow-drying techniques.		
Blow-dry implements	Identify brushes and blow-drying implements.		
THERMAL WAVING AND CURLING		**1**	**10**
Identification	Identify the tools used in thermal curling.		
Techniques	Demonstrate the use and handling of thermal curling irons.		
	Describe thermal waving techniques.		
Waves	Wave hair using thermal instruments.		

SPECIFIC OCCUPATIONAL

BAR 110 - Haircutting/Styling

Resources

Books

Andrews, W. (1969). *At the sign of the barber's pole.* Detroit: Gale.

Flinker, S. (1985). *Hip hair: From mohawks to dreadlocks and beyond.* New York: Dell.

Goldin, A. (1966). *Straight hair, curly hair.* New York: Harper & Row.

Milady Barber Textbook Committee Staff. (1989). *Standard textbook of professional barber styling.* Albany, NY: Milady.

Milady Barber Textbook Committee Staff. (1984). *Workbook for professional barber styling.* Albany, NY: Milady.

Audiovisuals

Precision haircutting: Advanced techniques [Videotape]. Mount Kisco, NY: Vocational Media Associates.

Professional Magazines

American Salon

Beauty Digest

Beauty Handbook Magazine

Cameo

Cosmopolitan's Beauty Guide

Hair

National Interstate Council of State Boards of Cosmetology, Bulletin

Northwest Stylist and Salon

SPECIFIC OCCUPATIONAL

BAR 112 - Permanent Wave and Relaxer Application

Course Overview

Course Description

Introduces a variety of products and live model applications of permanent waves and hair relaxers. Topics include: permanent wave application and hair relaxer application.

Competency Areas

Permanent Wave Application
Hair Relaxer Application

Prerequisite

CBS 101

Credit Hours

3

Contact Hours Per Week

Class - 2

P.Lab - 5

SPECIFIC OCCUPATIONAL

BAR 112 - Permanent Wave and Relaxer Application

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
PERMANENT WAVE APPLICATION		**10**	**25**
Procedures for permanent wave application	Wrap the hair.		
	Apply perm solution.		
	Detect hair pattern.		
	Remove permanent wave solution from hair.		
HAIR RELAXER APPLICATION		**10**	**25**
Procedures for chemical hair relaxer	Prepare patron.		
	Apply cream relaxer.		
	Determine change of texture.		
	Remove cream from hair.		

SPECIFIC OCCUPATIONAL

BAR 112 - Permanent Wave and Relaxer Application

Resources

Books

Andrews, W. (1969). *At the sign of the barber's pole.* Detroit: Gale.

Goldin, A. (1966). *Straight hair, curly hair.* New York: Harper & Row.

Milady Barber Textbook Committee Staff. (1989). *Standard textbook of professional barber styling.* Albany, NY: Milady.

Milady Barber Textbook Committee Staff. (1984). *Workbook for professional barber styling.* Albany, NY: Milady.

Audiovisuals

Hair shaping [Videotape]. Mount Kisco, NY: Vocational Media Associates.

Professional Magazines

American Salon

Beauty Digest

Beauty Handbook Magazine

Cameo

Cosmopolitan's Beauty Guide

Hair

National Interstate Council of State Boards of Cosmetology, Bulletin

Northwest Stylist and Salon

Southern Style

SPECIFIC OCCUPATIONAL

BAR 114 - Skin, Scalp, and Hair

Course Overview

Course Description

Provides instruction on the theory and application of techniques in the treatment of the skin, scalp, and hair. Emphasis will be placed on work with live models. Topics include: implements, products and supplies, diseases and disorders, corrective hair and scalp treatments, facial procedures and manipulations, and safety precautions.

Competency Areas

Implements
Products and Supplies
Diseases and Disorders
Corrective Hair and Scalp Treatments
Facial Procedures and Manipulations
Safety Precautions

Prerequisite

CBS 104

Credit Hours

1

Contact Hours Per Week

Class - 1

P.Lab - 2

SPECIFIC OCCUPATIONAL

BAR 114 - Skin, Scalp, and Hair

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
IMPLEMENTS		**3**	**0**
Electrical	Identify usage of electrical implements for scalp and facial treatments.		
Hair removal	Use implements necessary for the removal of superfluous hair.		
PRODUCTS AND SUPPLIES		**2**	**0**
Facial	Identify the products and supplies needed to give facial treatments.		
	Use the products and supplies needed to give facial treatments.		
Scalp	Identify products and supplies for scalp treatments.		
	Use products and supplies for scalp treatments.		
Superfluous hair	Identify the products and supplies for removal of superfluous hair.		
	Use the products and supplies for removal of superfluous hair.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
DISEASES AND DISORDERS		**5**	**0**
Disorders	Describe skin and scalp disorders.		
Diseases	Describe skin and scalp diseases.		
CORRECTIVE HAIR AND SCALP TREATMENTS		**0**	**12**
Scalp	Demonstrate corrective scalp treatments.		
Hair	Demonstrate corrective hair treatments.		
FACIAL PROCEDURES AND MANIPULATIONS		**0**	**6**
Dry skin	Demonstrate the procedures for the dry skin facial.		
Oily skin	Demonstrate the procedures for the oily skin facial.		
SAFETY PRECAUTIONS		**0**	**2**
Precautions	Follow safety precautions for skin, scalp, and hair treatments.		

SPECIFIC OCCUPATIONAL

BAR 114 - Skin, Scalp, and Hair

Resources

Books

Andrews, W. (1969). *At the sign of the barber's pole.* Detroit: Gale.

Mayhew, J. (1983). *Hair techniques and alternatives to baldness.* Buffalo: Trado-Medic.

Milady Barber Textbook Committee Staff. (1989). *Standard textbook of professional barber styling.* Albany, NY: Milady.

Milady Barber Textbook Committee Staff. (1984). *Workbook for professional barber styling.* Albany, NY: Milady.

Audiovisuals

Skin and hand care [Videotape]. Mount Kisco, NY: Vocational Media Associates.

Skin care: The natural way [Filmstrip]. Garden City, NY: Bergwall Productions.

Professional Magazines

American Salon

Beauty Digest

Beauty Handbook Magazine

Cameo

Cosmopolitan's Beauty Guide

Hair

National Interstate Council of State Boards of Cosmetology, Bulletin

Northwest Stylist and Salon

SPECIFIC OCCUPATIONAL

BAR 115 - Facials and Facial Treatment Procedures

Course Overview

Course Description

Introduces the theory and skills required in massaging the face, preparing the patron for facial treatment, and giving facial treatments for various skin conditions. Benefits of facial treatments and massage will be emphasized. Topics include: theory of massage, preparation of patron for massage, massage procedures, facial treatment, types of facials, and facial treatment benefits.

Competency Areas

Theory of Massage
Preparation of Patron for Massage
Massage Procedures
Facial Treatment
Types of Facials
Facial Treatment Benefits

Prerequisite/Corequisite

CBS 104

Credit Hours

1

Contact Hours Per Week

Class - 1

P.Lab - 2

SPECIFIC OCCUPATIONAL

BAR 115 - Facials and Facial Treatment Procedures

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
THEORY OF MASSAGE		**4**	**2**
Massage manipulations	Identify the various facial massage movements.		
	Prepare the patron.		
	Perform designated treatment (mechanical or manual).		
Physiological effects	Identify the physiological effects of massage.		
PREPARATION OF PATRON FOR MASSAGE		**1**	**2**
Seat the patron	Properly seat patron for massage.		
	Prepare the patron.		
Linens	Select linens for massage.		
	Arrange linens for massage.		
Diagnose the skin condition	Identify skin condition.		
	Diagnose skin condition.		
Assemble supplies	Assemble supplies and equipment.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
MASSAGE PROCEDURES		**1**	**4**
Treatment application	Cleanse face and neck.		
	Perform designated treatment (mechanical or manual).		
	Perform final cleansing of face and neck.		
FACIAL TREATMENT		**1**	**9**
Preparation	Prepare the patron.		
Procedures	Assemble supplies and equipment.		
	Cleanse face and neck.		
	Perform designated treatment (mechanical or manual).		
	Perform final cleansing of face and neck.		
TYPES OF FACIALS		**2**	**1**
Types	Identify types of facials.		
Skin conditions	Identify skin condition.		
	Diagnose skin condition.		
Different products for various skin conditions	Identify different products for skin conditions.		
	Assemble supplies and equipment.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
FACIAL TREATMENT BENEFITS		**1**	**2**
Physiological benefits	Describe physiological benefits.		
Psychological benefits	Describe psychological benefits.		

SPECIFIC OCCUPATIONAL

BAR 115 - Facials and Facial Treatment Procedures

Resources

Books

Andrews, W. (1969). *At the sign of the barber's pole.* Detroit: Gale.

Milady Barber Textbook Committee Staff. (1989). *Standard textbook of professional barber styling.* Albany, NY: Milady.

Milady Barber Textbook Committee Staff. (1984). *Workbook for professional barber styling.* Albany, NY: Milady.

Audiovisuals

Skin and hand care [Videotape]. Mount Kisco, NY: Vocational Media Associates.

Skin care: The natural way [Filmstrip]. Garden City, NY: Bergwall Productions.

Professional Magazines

American Salon

Beauty Digest

Beauty Handbook Magazine

Cameo

Cosmopolitan's Beauty Guide

Hair

National Interstate Council of State Boards of Cosmetology, Bulletin

Northwest Stylist and Salon

Southern Style

SPECIFIC OCCUPATIONAL

BAR 116 - Haircutting/Styling

Course Overview

Course Description

Continues the theory and application of haircutting, styling, and shaving techniques. Topics include: advanced haircutting; use of clippers, shears, and razor; hair chemical texturizing/styling; permanent waving/styling; shaving techniques; and beard trimming.

Competency Areas

Advanced Haircutting
Use of Clippers, Shears, and Razor
Hair Chemical Texturizing/Styling
Permanent Waving/Styling
Shaving Techniques
Beard Trimming

Prerequisites

BAR 106, BAR 110, BAR 112, CBS 104

Credit Hours

4

Contact Hours Per Week

Class - 1

D.Lab - 2

P.Lab - 7

SPECIFIC OCCUPATIONAL

BAR 116 - Haircutting/Styling

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
ADVANCED HAIRCUTTING		**1**	**40**
Advanced design cuts	Perform advanced design cuts on live models.		
USE OF CLIPPERS, SHEARS, AND RAZOR		**1**	**10**
Clippers for advanced design cuts	Demonstrate use of clippers for advanced design cuts.		
Shears for advanced design cuts	Demonstrate use of shears for advanced design cuts.		
Razor for advanced design cuts	Demonstrate use of a razor for advanced design cuts.		
HAIR CHEMICAL TEXTURIZING/STYLING		**3**	**10**
Chemical relaxer application	Prepare the patron.		
	Analyze hair and scalp.		
	Select chemical materials.		
	Follow manufacturers' directions.		
	Section chemicals.		
	Apply chemicals.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
	Test hair for desired results.		
	Rinse the hair.		
	Shampoo the hair.		
	Style the hair.		
	Check for chemical burns or abrasions.		
	Apply chemical relaxer to hair for texturizing.		
Styling	Shape the new hair into desired styles.		
PERMANENT WAVING/STYLING		**3**	**10**
Permanent wave application	Determine customer desires and needs.		
	Select appropriate perm solutions and rod size.		
	Follow manufacturers' instructions for applying chemicals.		
	Perform prepermanent shampoo.		
	Perform shaping.		
	Section hair.		
	Wrap hair.		
	Apply protective cream or lotion.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
	Apply cotton to hairline.		
	Apply perm solution.		
	Process applied perm solution.		
	Test curls.		
	Rinse hair.		
	Towel-blot hair.		
	Neutralize hair.		
	Rinse hair again.		
	Remove rods.		
	Condition hair.		
	Style hair including additional shaping (cutting/trimming) if necessary.		
	Check skin for chemical burns or abrasions.		
	Record results.		
Cold wave application	Apply permanent wave.		
Styling	Shape hair to desired styles.		
SHAVING TECHNIQUES		**1**	**10**
Shaving	Develop skill through practical application.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
	Perform shaving of the patron's face.		
	Perform the final cleansing of face and neck.		
	Apply astringent or aftershave.		
	Perform shaving of exposed face and neck.		
	Perform cleansing of face and neck.		
BEARD TRIMMING		**1**	**10**
Shaping and designing	Prepare the patron.		
	Prepare for face shave.		
	Cut beard to patron's desired shape.		
	Identify mustache and/or beard style suitable for the patron.		
	Design mustache and/or beard style suitable for the patron.		
	Perform the procedure for trimming a mustache or beard.		
	Remove clipped beard from face and neck.		

SPECIFIC OCCUPATIONAL

BAR 116 - Haircutting/Styling

Resources

Books

Andrews, W. (1969). *At the sign of the barber's pole.* Detroit: Gale.

Flinker, S. (1985). *Hip hair: From mohawks to dreadlocks and beyond.* New York: Dell.

Goldin, A. (1966). *Straight hair, curly hair.* New York: Harper & Row.

Milady Barber Textbook Committee Staff. (1989). *Standard textbook of professional barber styling.* Albany, NY: Milady.

Milady Barber Textbook Committee Staff. (1984). *Workbook for professional barber styling.* Albany, NY: Milady.

Audiovisuals

Hair shaping [Videotape]. Mount Kisco, NY: Vocational Media Associates.

Precision haircutting: Advanced techniques [Videotape]. Mount Kisco, NY: Vocational Media Associates.

Professional Magazines

American Salon

Beauty Digest

Beauty Handbook Magazine

Cameo

Cosmopolitan's Beauty Guide

Hair

National Interstate Council of State Boards of Cosmetology, Bulletin

---

SPECIFIC OCCUPATIONAL

BAR 117 - Therapeutic Electrical Devices

Course Overview

Course Description

Provides instruction in the fundamental theory and practical application of electricity as a tool in barbering. Explores the benefits of electricity for both the barber/stylist and patron. Topics include: safety, tools and equipment, and light therapy.

Competency Areas

Safety
Tools and Equipment
Light Therapy

Prerequisites/Corequisites

BAR 114, BAR 115

Credit Hours

1

Contact Hours Per Week

Class - 1

P.Lab - 2

SPECIFIC OCCUPATIONAL

BAR 117 - Therapeutic Electrical Devices

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
SAFETY		**4**	**0**
Equipment maintenance	Demonstrate maintenance of electrical and mechanical equipment.		
First aid	Demonstrate first aid for minor cuts and chemical reactions.		
Emergency procedures	Participate in emergency evacuation procedures.		
TOOLS AND EQUIPMENT		**3**	**10**
Tools	Use vibrators.		
	Maintain vibrators.		
	Use high frequency apparatuses.		
	Maintain high frequency apparatuses.		
Equipment	Use light and therapy equipment.		
	Maintain light and therapy equipment.		
LIGHT THERAPY		**3**	**10**
Equipment	Identify different lights used in light therapy.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
	Identify equipment parts.		
Application	Set up equipment for application.		
Safety	Safely apply treatment observing time and distance safety factors.		

SPECIFIC OCCUPATIONAL

BAR 117 - Therapeutic Electrical Devices

Resources

Books

Andrews, W. (1969). *At the sign of the barber's pole.* Detroit: Gale.

Bartsch, J. H. (1987). *School materials safety manual: A collection of material safety data sheets.* Schenectady, NY: Genium.

Milady Barber Textbook Committee Staff. (1989). *Standard textbook of professional barber styling.* Albany, NY: Milady.

Milady Barber Textbook Committee Staff. (1984). *Workbook for professional barber styling.* Albany, NY: Milady.

Professional Magazines

American Salon

Beauty Digest

Beauty Handbook Magazine

Cameo

Cosmopolitan's Beauty Guide

Hair

National Interstate Council of State Boards of Cosmetology, Bulletin

Northwest Stylist and Salon

Southern Style

Star Hairdo

Visions (Lincolnshire)

Washington Stylist and Salon

SPECIFIC OCCUPATIONAL

BAR 120 - Barber/Styling Practicum/Internship

Course Overview

Course Description

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting or in a combination of a laboratory setting and an approved internship facility. Topics include: haircutting/styling, hairstyling texturizing, shaving, beard trimming, thermal waving, hairpiece fitting and styling, safety precautions, and licensure preparation.

Competency Areas

Haircutting/Styling
Hairstyling Texturizing
Shaving
Beard Trimming
Thermal Waving
Hairpiece Fitting and Styling
Safety Precautions
Licensure Preparation

Prerequisites/Corequisites

BAR 117, CBS 105, CBS 106

Credit Hours

3

Contact Hours Per Week

Class - 0

P.Lab - 10

OR

O.B.I. - 10

SPECIFIC OCCUPATIONAL

BAR 120 - Barbering/Styling Practicum/Internship

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Hours OBI
HAIRCUTTING/STYLING		**0**	**30**
Preparation of the patron	Seat the patron.		
	Determine customer desires and needs (basic/style).		
Safety and sanitation	Sanitize personal implements, equipment, and tools.		
	Maintain personal implements, equipment, and tools.		
	Apply sanitation and shop safety rules and practices to all skill procedures.		
Basic haircutting techniques	Demonstrate clipper techniques.		
	Demonstrate shear and comb techniques.		
	Demonstrate arching techniques.		
	Demonstrate techniques for thinning hair.		
	Demonstrate finger and shears technique.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours OBI
	Demonstrate technique for shaving neck and outline areas.		
	Perform final checkup.		
	Comb the hair.		
Style cutting techniques	Demonstrate tapering techniques.		
	Demonstrate razor cutting techniques.		
	Clean the hair.		
	Shape the hair to patron's features.		
	Style the hair to patron's features.		
Blow-dry styling	Perform blow-drying techniques.		
Use of clippers, shears, and razor for advanced design cuts	Demonstrate use of clippers for advanced design cuts.		
	Demonstrate use of shears for advanced design cuts.		
	Demonstrate use of a razor for advanced design cuts.		
HAIRSTYLING TEXTURIZING		**0**	**20**
Chemical relaxer application	Prepare the patron.		
	Analyze hair and scalp.		
	Select appropriate chemical materials.		

Recommended Outline	After completing this section, the student will:	Hours Class OBI
	Follow manufacturers' directions for chemical application.	
	Section chemicals.	
	Apply chemicals.	
	Test for desired results.	
	Rinse the hair.	
	Shampoo the hair.	
	Style the hair.	
	Check for chemical burns or abrasions.	
	Apply chemical relaxer to hair for texturizing.	
Styling	Shape the new hair into desired styles.	
Permanent wave application	Determine customer desires and needs.	
	Select appropriate permanent solutions and rod size.	
	Follow manufacturers' instructions for permanent solution application.	
	Perform prepermanent shampoo.	
	Perform shaping.	

Recommended Outline	After completing this section, the student will:	Hours Class OBI
	Section hair.	
	Wrap hair.	
	Apply protective cream or lotion.	
	Apply cotton to hairline.	
	Apply perm solution.	
	Process hair.	
	Test curls.	
	Rinse hair.	
	Towel-blot hair.	
	Neutralize hair.	
	Remove rods.	
	Condition hair.	
	Style hair including additional shaping (cutting/trimming) if necessary.	
	Check skin for chemical burns or abrasions.	
	Record results.	
Cold wave application	Apply permanent wave.	
Styling	Shape hair to desired style.	

Recommended Outline	After completing this section, the student will:	Hours Class	Hours OBI
SHAVING		**0**	**10**
Shaving techniques	Prepare the patron.		
	Confer with customer to obtain desired styles.		
	Prepare the beard.		
	Shave the beard.		
	Demonstrate once-over shave techniques.		
	Perform the final cleansing of face and neck.		
	Perform safety precautions.		
BEARD TRIMMING		**0**	**10**
Beard preparation	Perform beard and skin analysis.		
	Demonstrate lathering of patron's beard.		
	Demonstrate steaming of patron's beard.		
	Demonstrate relathering of patron's beard.		
Beard trimming	Prepare the patron.		
	Cut beard to patron's desired shape.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours OBI
	Design mustache and/or beard style suitable for the patron.		
	Perform appropriate safety precautions.		
	Remove clipped beard from face and neck.		
THERMAL WAVING		**0**	**10**
Thermal waving and curling	Demonstrate the use and handling of thermal curling irons.		
	Wave hair using thermal instruments.		
HAIRPIECE FITTING AND STYLING		**0**	**10**
Hairpieces	Measure the head and fit wig or hairpiece.		
	Determine styles and colors of wigs and hairpieces to match patron's features.		
	Clean wig or hairpiece.		
	Shape wig or hairpiece to patron's features.		
	Style wig or hairpiece to patron's features.		
SAFETY PRECAUTIONS		**0**	**5**
Safety rules and regulations	Comply with safety rules and regulations for barbering.		

Recommended Outline	After completing this section, the student will:	Hours Class	OBI
LICENSURE PREPARATION		**0**	**5**
Final examination	Meet all requirements for taking the final examination.		
State Board examination	Meet all requirements for taking the State Board of Barbering licensure examination.		

SPECIFIC OCCUPATIONAL

BAR 120 - Barbering/Styling Practicum/Internship

Resources

Books

Andrews, W. (1969). *At the sign of the barber's pole.* Detroit: Gale.

Bartsch, J. H. (1987). *School materials safety manual: A collection of material safety data sheets.* Schenectady, NY: Genium.

Colletti, A. B. (1981). *The keystone guide to hair analysis as related to the practice of cosmetology and barbering.* New York: Keystone.

Flinker, S. (1985). *Hip hair: From mohawks to dreadlocks and beyond.* New York: Dell.

Goldin, A. (1966). *Straight hair, curly hair.* New York: Harper & Row.

Milady Barber Textbook Committee Staff. (1977). *Exam reviews in hair structure and chemistry.* Albany, NY: Milady.

Milady Barber Textbook Committee Staff. (1989). *Standard textbook of professional barber styling.* Albany, NY: Milady.

Milady Barber Textbook Committee Staff. (1984). *Workbook for professional barber styling.* Albany, NY: Milady.

Audiovisuals

Basic scissor haircut [Filmstrip]. Garden City, NY: Bergwall Productions.

Cosmetology: Preparation for licensing [Videotape]. Mount Kisco, NY: Vocational Media Associates.

Hair shaping [Videotape]. Mount Kisco, NY: Vocational Media Associates.

Precision haircutting: Advanced techniques [Videotape]. Mount Kisco, NY: Vocational Media Associates.

Professional Magazines

American Salon

Beauty Digest

Beauty Handbook Magazine

Cameo

Cosmopolitan's Beauty Guide

Hair

National Interstate Council of State Boards of Cosmetology, Bulletin

Northwest Stylist and Salon

Southern Style

Star Hairdo

Visions (Lincolnshire)

Washington Stylist and Salon

SPECIFIC OCCUPATIONAL

CBS 103 - Hair Color

Course Overview

Course Description

Presents the application of temporary, semi-permanent, and permanent hair coloring products. Topics include: lash and brow tints, coloring products, safety precautions and tests, mixing procedures, and color selection and application.

Competency Areas

Lash and Brow Tints
Coloring Products
Safety Precautions and Tests
Mixing Procedures
Color Selection and Application

Prerequisite

CBS 102

Credit Hours

1

Contact Hours Per Week

Class - 1

P.Lab - 2

Document Number:
04-10-02

SPECIFIC OCCUPATIONAL

CBS 103 - Hair Color

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Lab
LASH AND BROW TINTS		**2**	**3**
Lash and brow tint	Select procedures to tint to the desired shade.		
	Apply lash and brow tint on model under supervision.		
Safety precautions	Employ safety precautions for lash and brow tinting.		
COLORING PRODUCTS		**2**	**2**
Product knowledge	Demonstrate an understanding of coloring products.		
SAFETY PRECAUTIONS AND TESTS		**2**	**2**
Safety precautions	Follow all safety precautions for coloring hair.		
Tests	Perform safety tests and analyze results.		
MIXING PROCEDURES		**4**	**0**
Temporary color	Select and mix temporary colors.		
Semipermanent color	Select and mix semipermanent colors following manufacturers' directions.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
Permanent color	Select and mix permanent colors following manufacturers' directions.		
Bleach	Select and mix bleach following manufacturers' directions.		
COLOR SELECTION AND APPLICATION		**0**	**13**
Color selection	Select proper color.		
Client preparation	Prepare client for color application.		
Applications of color	Apply temporary rinse on hair and retouch.		
	Apply semi-permanent hair tint.		
	Apply permanent hair tint.		
	Lighten hair.		
	Highlight hair.		
	Apply hair tones.		
	Remove artificial color.		
	Apply bleach special effects.		
	Apply corrective color.		

SPECIFIC OCCUPATIONAL

CBS 103 - Hair Color

Resources

Books

Ahern, J. J. (1981). *West's textbook of cosmetology*. St. Paul: West.

Dalton, J. W. (1985). *The professional cosmetologist* (3rd ed.). St. Paul: West.

Hantz, P. (1974). *Custom cutting and air waving* (1st ed.). San Mateo, CA: Ponce College of Beauty.

Kibbe, C. V. (1988). *Standard textbook of cosmetology* (2nd ed.). Bronx: Milady.

Leigh, I., & Wojnarowslca, F. (1983). *Coping with haircolor.* New York: State Mutual Bank.

Licari, L., & Esche, S. (1985). *Color your life with haircolor.* New York: Putnam Group.

Milady Barber Textbook Committee Staff. (1989). *Standard textbook of professional barber styling.* Albany, NY: Milady.

Milady Barber Textbook Committee Staff. (1984). *Workbook for professional barber styling.* Albany, NY: Milady.

Powitt, A. H. (1987). *Hair structure and chemistry simplified* (2nd ed.). Bronx: Milady.

Ross, C. (1979). *The encyclopedia of haircutting.* Bronx: Milady.

Scott, O. P., Callahan, M. G., Faulkner, R. M., Jenkins, M. L., Nunz, G. J., Ponce-Hantz, S., & Sterner, W. (1984). *The Prentice Hall textbook of cosmetology* (2nd ed.). Englewood Cliffs, NJ: Prentice Hall.

Swaton, J. N., Jr. (1986). *Chemistry for cosmetology students, a programmed text.* Downey, CA: Intron.

VTECS. (1984). *Catalog of performance standards for cosmetology.* Atlanta: Vocational Technical Education Consortium of States.

Audiovisuals

Haircoloring and lightening [Videotape]. Mount Kisco, NY: Vocational Media Associates.

Professional Magazines

American Salon

Beauty Digest

Beauty Handbook Magazine

Cameo

Cosmopolitan's Beauty Guide

Hair

National Beauty School Journal

National Interstate Council of State Boards of Cosmetology, Bulletin

Northwest Stylist and Salon

Shop Talk

Southern Style

Star Hairdo

Visions (Lincolnshire)

Washington Stylist and Salon

SPECIFIC OCCUPATIONAL

CBS 105 - Permanent Waving and Relaxing

Course Overview

Course Description

Provides instruction in the application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Application of perms and relaxers on live models is included. Topics include: timed permanent wave, timed relaxer application, safety precautions, and Hazardous Duty Standards Act compliance.

Competency Areas

Timed Permanent Wave
Timed Relaxer Application
Safety Precautions
Hazardous Duty Standards Act Compliance

Prerequisite

BAR 112

Credit Hours

2

Contact Hours Per Week

Class - 1

D.Lab - 1

P.Lab - 3

SPECIFIC OCCUPATIONAL

CBS 105 - Permanent Waving and Relaxing

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
TIMED PERMANENT WAVE		**0**	**30**
Procedures for permanent wave for straight hair	Demonstrate correct permanent wave procedures within an acceptable time frame.		
Procedures for permanent wave for curly hair	Demonstrate correct permanent wave procedures within an acceptable time frame.		
TIMED RELAXER APPLICATION		**0**	**10**
Procedures for chemical hair relaxer	Demonstrate correct chemical hair relaxer procedures within an acceptable time frame.		
SAFETY PRECAUTIONS		**5**	**0**
Protecting the patron	Apply safety precautions during permanent waving and relaxing.		
HAZARDOUS DUTY STANDARDS ACT COMPLIANCE		**5**	**0**
Content of chemicals	Demonstrate knowledge of state and federal regulations pertaining to relaxers and cold waves.		
Safety procedures	Apply safety precautions.		

SPECIFIC OCCUPATIONAL

CBS 105 - Permanent Waving and Relaxing

Resources

Books

Ahern, J. J. (1981). *Wests's textbook of cosmetology.* St. Paul: West.

Dalton, J. W. (1985). *The professional cosmetologist* (3rd ed.). St. Paul: West.

Goldin, A. (1966). *Straight hair, curly hair.* New York: Harper & Row.

Hantz, P. (1974). *Custom cutting and air waving* (1st ed.). San Mateo, CA: Ponce College of Beauty.

Kibbe, C. V. (1988). *Standard textbook of cosmetology* (2nd ed.). Bronx: Milady.

Milady Barber Textbook Committee Staff. (1989). *Standard textbook of professional barber styling.* Albany, NY: Milady.

Milady Barber Textbook Committee Staff. (1984). *Workbook for professional barber styling.* Albany, NY: Milady.

Powitt, A. H. (1987). *Hair structure and chemistry simplified* (2nd ed.). Bronx: Milady.

Ross, C. (1979). *The encyclopedia of haircutting.* Bronx: Milady.

Scott, O. P., Callahan, M. G., Faulkner, R. M., Jenkins, M. L., Nunz, G. J., Ponce-Hantz, S., & Sterner, W. (1984). *The Prentice Hall textbook of cosmetology* (2nd ed.). Englewood Cliffs, NJ: Prentice Hall.

Swaton, J. N., Jr. (1986). *Chemistry for cosmetology students, a programmed text.* Downey, CA: Intron.

VTECS. (1984). *Catalog of performance standards for cosmetology.* Atlanta: Vocational Technical Education Consortium of States.

Audiovisuals

Hair shaping [Videotape]. Mount Kisco, NY: Vocational Media Associates.

Professional Magazines

American Salon

Beauty Digest

Beauty Handbook Magazine

Cameo

Cosmopolitan's Beauty Guide

Hair

National Beauty School Journal

National Interstate Council of State Boards of Cosmetology, Bulletin

Northwest Stylist and Salon

Shop Talk

Southern Style

Star Hairdo

Visions (Lincolnshire)

Washington Stylist and Salon

SPECIFIC OCCUPATIONAL

CBS 106 - Salon/Shop Management

Course Overview

Course Description

Emphasizes the steps involved in opening and operating a privately owned cosmetology salon or barber/styling shop. Topics include: planning a salon/shop, business management, retailing, public relations, sales skills, and client retention.

Competency Areas

Planning a Salon/Shop
Business Management
Retailing
Public Relations
Sales Skills
Client Retention

Prerequisites/Corequisites

BAR 116, BAR 117

Credit Hours

4

Contact Hours Per Week

Class - 3

D.Lab - 2

SPECIFIC OCCUPATIONAL

CBS 106 - Salon/Shop Management

Course Outline

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
PLANNING A SALON/SHOP		**10**	**0**
Preplanning	List areas in which a person must be knowledgeable to plan a salon/shop.		
	List things to consider in selection of a location for a salon/shop.		
	Interpret precautions taken before signing a lease.		
Physical layout	Illustrate a layout for an open salon/shop and a closed operator salon/shop.		
	List important aspects of a well planned salon/shop.		
Compliance with laws, rules, and regulations	Secure copies of state, county, and city laws.		
BUSINESS MANAGEMENT		**10**	**0**
Ownership	List the types of ownership.		
Record keeping	Identify sources of income.		
	Explain payroll procedures.		
	List types of taxes to be filed and paid.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
	Inventory salon/shop supplies.		
	Inventory retail supplies.		
	Prepare customer data cards.		
	Design other necessary records.		
	Maintain other necessary records.		
RETAILING		**10**	**0**
Records	Develop an inventory list.		
	Develop a "needed" items list.		
	Organize a stock area.		
	Complete a supply order.		
Selling	Demonstrate educating a client on services, products, and procedures.		
	Sell products to client.		
	Identify principles which need to be applied in selling.		
	Create a display of products for a service.		
PUBLIC RELATIONS		**0**	**10**
In-shop public relations	Answer a telephone properly.		
	Operate an appointment desk.		

Recommended Outline	After completing this section, the student will:	Hours Class	Hours Lab
	Account for monies for services provided.		
	Maintain a reception area.		
	Resolve customer complaints.		
	Supervise personal and public sanitation.		
Out of salon public relations	Prepare an advertisement for a salon/shop.		
	Visit civic, church, social clubs, and other places to promote salon/shop services.		
SALES SKILLS		**0**	**5**
Skills	Demonstrate selling of extra services and products.		
CLIENT RETENTION		**0**	**5**
Techniques	Greet clients properly.		
	Hold a client consultation.		
	Annotate personal data cards.		
	Resolve client complaints.		
	Schedule and/or reschedule appointments to customer satisfaction.		

SPECIFIC OCCUPATIONAL

CBS 106 - Salon/Shop Management

Resources

Books

Ahern, J. J. (1981). *Wests's textbook of cosmetology.* St. Paul: West.

Dalton, J. W. (1985). *The professional cosmetologist* (3rd ed.). St. Paul: West.

Hantz, P. (1974). *Custom cutting and air waving* (1st ed.). San Mateo, CA: Ponce College of Beauty.

Kibbe, C. V. (1988). *Standard textbook of cosmetology* (2nd ed.). Bronx: Milady.

Milady Barber Textbook Committee Staff. (1989). *Standard textbook of professional barber styling.* Albany, NY: Milady.

Milady Barber Textbook Committee Staff. (1984). *Workbook for professional barber styling.* Albany, NY: Milady.

Powitt, A. H. (1987). *Hair structure and chemistry simplified* (2nd ed.). Bronx: Milady.

Ross, C. (1979). *The encyclopedia of haircutting.* Bronx, NY: Milady.

Scott, O. P., Callahan, M. G., Faulkner, R. M., Jenkins, M. L., Nunz, G. J., Ponce-Hantz, S., & Sterner, W. (1984). *The Prentice Hall textbook of cosmetology* (2nd ed.). Englewood Cliffs, NJ: Prentice Hall.

Swaton, J. N., Jr. (1986). *Chemistry for cosmetology students, a programmed text.* Downey, CA: Intron.

VTECS. (1984). *Catalog of performance standards for cosmetology.* Atlanta: Vocational Technical Education Consortium of States.

Audiovisuals

Double entry bookkeeping [Filmstrip]. Garden City, NY: Bergwall Productions.

Writing better letters in business [Filmstrip]. Garden City, NY: Bergwall Productions.

Professional Magazines

American Salon

Beauty Digest

Beauty Handbook Magazine

Cameo

Cosmopolitan's Beauty Guide

Hair

National Beauty School Journal

National Interstate Council of State Boards of Cosmetology, Bulletin

Northwest Stylist and Salon

Shop Talk

Southern Style

Star Hairdo

Visions (Lincolnshire)

Washington Stylist and Salon

APPENDIX A

APPENDIX A

Barbering

Equipment List

Automatic brush cleaner
Bobby pins
Brushes
Clippies
Closed travel cabinet
Cold wave rods
Color accelerator light
Comb out cape
Combs
Curling irons
Cutting cape
Electric blow dryer
Electric clippers
Electric curlers
Electric hood dryer
Electric massage vibrator
Frosting cap
Frosting needle
Hair lifter
Hair pins
Hair spray gun
Hand mirror
Hassock
Head block
Head block holder
Heating cap
Hot comb
Jar sterilizer
Linens
Marcel heater
Marcel iron (different sizes)
Mirror
Pressing comb
Razor
Reclining chair
Roller tray
Rollers
Rubber floor mat
Rubber gloves
Scalp brush
Shampoo bowl
Shampoo cape
Shears
Sprayer (at shampoo bowl)
Styling chair
Styling station
Super streak frosting cups
Supply tray
T pins
Table cushion
Test curl cup
Thinning shears
Trash can
Ultraviolet sanitizer
Uniperm system
Wet sterilizer
Wiglet form

The Georgia Board of Technical and Adult Education does not discriminate
on the basis of age, sex, race, color, religion, national origin, or handicap
in its educational programs, activities, or employment policies.